

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of September 12, 2024

In compliance with CSC MC No.3 s. 2001 (Implementing RA 7041, Requiring Publication of Vacant Positions in Government Offices), notice is hereby given that the vacant positions listed below at ITDI are proposed to be filled.

POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT	
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
I. Materials Science Division (MSD)								
1. Senior Science Research Specialist Salary Grade: 19 Basic Annual Salary: P 646, 476.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-33-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Assists the supervisor of the Special Materials by implementing and conducting the operations to ensure that their required core, strategic, and support functions are carried out. ● Assists the supervisor of Special Materials Section in evaluating the performance of the section and its personnel by providing feedback to the task assigned to guarantee that the section is productive and works harmoniously. ● Assists the supervisor of Special Materials Section in undertaking R&D activities of the section by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific papers. ● Conducts research studies on new research products in the field of Special Materials by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific publications. ● Undertakes development of work procedures, methods, and techniques to be used for research work by complying with the new standards and methodologies to achieve continual improvement in the R&D process. ● Evaluates the analysis of experiments by employing analytical tools and statistical methods and relevant software tools to ensure accuracy of the results and conclusion. ● Assists the Division Chief the short, medium, and long term goals of the Materials Science Division by planning and allocating budgets to achieve the target accomplishments and major final outputs. ● Conducts research studies on new research products in the field of Special Materials by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific publications. ● Assists in the managing the resources effectively on the accreditation, maintenance and management of the laboratory by providing strategic leadership to ensure policy adherence and fostering a culture of continuous improvement within the division. ● Controls health and safety risks caused by hazards inside and outside the institute by identifying and responding to risk factors to prevent detrimental effects that may effect the workplace of the division and its personnels. ● Conducts technical services, assistance and testing by applying the ISO work instruction to ensure customer satisfaction. ● Leads in the conduct of techno-transfer of developed technologies by coordinating with the Technological Services Division on the documentary requirement to ensure customer satisfaction. ● Promotes a positive relationship with both internal and external stakeholders by ensuring excellent customer service and commitment to meet the needs of the stakeholders and to ensure maintain a satisfaction rating and a strong reputation of the division. ● Perform other related duties such as committee assignments, and attendance to seminars and conferences by complying the requirements of additional works as mandated by the management to ensure successful completion of the assigned activities. 	<ul style="list-style-type: none"> ● With experience on materials processing and characterization such as dynamic light scattering, atomic force microscope, contact angle, x-ray diffraction/flourescence ● With PRC License ● Preferably with MS Units in Chemical Engineering, Chemistry, Materials Science and Engineering or related fields ● With relevant training and/or experience on ISO 9001:2015 as a document custodian, risk and opportunities identification, calibration, maintenance, customer satisfaction/feedback, monitoring/evaluation ● With R&D experience on membrane fabrication and characterization, nanocomposite materials, additive manufacturing. ● Computer literate (Microsoft Programs and other Applications) ● Has good verbal/written communication and interpersonal skills.

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		

Interested and qualified applicants should signify their interest in writing and attaching the letter of application, the resume or curriculum vitae, Personal Data Sheet with Work Experience Sheet Form, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings, certificate of employment, service record (if applicable), Performance rating in the last rating period (if applicable), and recent 2 X 2 pictures, to the Human Resource Management Office, Administrative Division or send to email address, admhrms@itdi.dost.gov.ph (subject: Name of Position_Division) on or before September 27, 2024.

Note:

For Insider applicants, please download Form II: Applicant's Data Sheet to this link http://itdi.dost.gov.ph/images/Personnel/Applicants_Data-Sheet_2016.pdf, and to be submitted together with the above-mentioned documentary requirement.

ITDI, in compliance to Civil Service Commission (CSC) PRIME-HRM, encourages applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political affiliation.

DR. ANNABELLE V. BRIONES

Director