

**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. Technological Services Division (TSD)							
1. Senior Science Research Specialist Salary Grade: <u>19</u> Basic Annual Salary: <u>P 646, 476.00</u> 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-47-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility • Involved in planning, implementation, and monitoring/supervision of training programs, regional interventions, and other divisional project activities; • Prepare/submit project proposals/reports based on requirement within the prescribed schedule; • Manage the development of new training designs; preparation of modules and other training requirements for training programs; • Coordinate and implement regular, customized, and regional trainings, and regional requests for technical assistance/interventions; • Provide support in the development of technology transfer tools/strategies for developed technologies and other activities in support to technology transfer and training programs; • Involved in the implementation of other programs/projects of the institute/division; • Provides Technical and Administrative Support; and • Perform related and other works that may be assigned by the supervisor from time to time.	• Preferably with Master's degree in science/management or other related courses; • With experience in managing and implementing training program, project management and proposal writing, conduct of Training Needs Assessment (TNA), and design/development of appropriate industry and community-based training courses; • Can work with minimal supervision, resourceful, flexible, and has initiative in proposing activities and implementation of work. • Skills in Office Applications (Word, Excel, PowerPoint); • Effective communication skills (verbal and written).

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