

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of October 3, 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. Food Processing Division (FPD)								
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-5 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"> • Implements research and development (R&D) projects of the section as assigned by the Section Supervisor/OIC; • Prepares R&D proposals/project studies in the field of Food Science, Food Processing or related fields; • Prepares progress reports, presentation and project documents, (i.e. terminal reports, quarterly reports) • Conduct technology transfer activities, technical services, technical assistance and support services to clients related to food processing and food engineering; • Assist the Supervising SRS in planning and achieving the short, medium and long term goals of the Food Processing Division; • Participates in scientific conferences, seminars, workshops, inter-agency meetings for scientific advancement and R&D areas of specialization; • Performs special assignments and other related duties and responsibilities. 	<ul style="list-style-type: none"> • Licensed Chemical Engineer/Food Technologists/ Chemist / Microbiology • With MS units or degree will be an advantage; • A strong background in research and development involving product and process development • Preferably with experience in food processing operations including operation, evaluation and testing of food processing equipment, thermal process establishment and validation; • Possess good technical writing, communication, problem-solving and interpersonal skills; • Flexible and have the ability to work in a team environment • Proficient in MS Word, Excel, Powerpoint, Google sheets

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 October 15, 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

09-10-2024-31