

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of November 28, 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. Science Research Specialist II Salary Grade: <u>16</u> Basic Annual Salary: P 499,392.00 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-SRAS2-74-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Conduct materials characterization using analytical equipment in ADMATEL; ● Prepare Report of Analysis with impartiality and confidentiality; ● Maintain proper handling of equipment and cleanliness in the workplace; ● Attend to administrative matters and related activities to the operations; ● Attend to customer queries and suggest/recommend test method applicable; ● Act as deputy to Laboratory Head in his/her absence; ● Deep knowledge of ISO/IEC 17025:2017 and ensures compliance to the requirements of the Standard in all aspects of laboratory practices; ● Undertake R&D projects either as Project Leader or member; ● Perform other duties that may be assigned from time to time. 	<ul style="list-style-type: none"> ● Preferably a graduate of BS in Chemistry, BS Chemical Engineering and other related courses; ● With PRC license and/or MS Degree in Sciences or Engineering would be an advantage; ● With at least 1 year of hands-on experience in chemical, mechanical, physical testing of materials and products using analytical equipment like HHXRF, 3D CT X-RAY, Optical Microscopes and Mechanical Cross-sectioning tools, DSC, TGA, TMA, FTIR; TOFSIMS, AES and FIB-FESEM; ● Proficient in analysis, evaluation, recommendation of test reports; ● Adept in the operations of an ISO 17025 accredited testing laboratory with implementation of Method validation/verification, SPC, MU, etc.; ● With strong background in R&D projects and project management. ● Proficient in Microsoft Office and internet applications; ● Has good verbal and written communications and interpersonal skills; ● Has high attention to details, resourceful, persistent and results-oriented; ● Can deal effectively with senior management; ● Can work well with minimal supervision.

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 December 16, 2024.

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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