



ANNOUNCEMENT OF VACANCY

The Industrial Technology Development Institute, attached to the Department of Science and Technology and mandated to (1) undertake applied research and development to generate new knowledge, technologies, and innovations in the field of industrial manufacturing, mineral processing, and energy; (2) conduct knowledge translation or technology transfer and commercialization and, (3) provide technical services, tests, and analyses, and calibration to ensure international traceability of the national units of measure.

DIRECTOR III (Plantilla Item: ITDIB-DIR3-1-1998, SG-27-Step 1)

Brief functions of the position:

- Assists Director IV by providing support in setting directions, targets, and operational policies which involves conceptualizing, planning, and implementing the programs and projects of the technical and administrative services of the Institute, ensuring efficient and effective outcomes;
- Establishes internal and external linkages by fostering connections within the organization and with external partners to ensure comprehensive collaboration and efficient resolution of concerns, ultimately contributing to streamlined fiscal management and administrative effectiveness;
- Provides valuable advice, prepares meticulously, reviews thoroughly, and negotiates major contracts and other legal documents as necessary by offering expert guidance on legal matters, conducting comprehensive preparation and review processes, and skillfully negotiating terms to ensure smooth operations and partnerships for favorable outcomes;
- Initiates the formulation of new policies and guidelines in Administrative and Technical Services for approval of the head of the agency & ITDI Execom;
- Initiates the formulation of new policies and guidelines by analyzing existing practices, identifying areas for improvement, and crafting innovative solutions to address current challenges and align with the strategic objectives of the organization, fostering efficiency and effectiveness in Administrative and Technical Services;
- Performs other duties as may be assigned.

CSC Minimum Qualifications:

Education	:	Bachelor's degree relevant to the job
Training	:	None required
Experience	:	3 years of supervisory/management experience
Eligibility	:	Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply within one (1) year from assumption to duty

Preferred Qualifications:

Education	:	Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC); A doctoral degree is an advantage.
Training	:	120 hours of supervisory/management learning and development interventions undertaken;
Experience	:	Five (5) years of supervisory/ management experience, preferably with at least two (2) years in the planning, organizing, coordinating, monitoring, human resource management, marketing, handling techno-transfer, and technical service activities;
Eligibility	:	Career Executive Service (CES).

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Membership:

ASEAN Consultative Committee for Standards & Quality – Rubber-Based Product Working Group | ASEAN Rubber Testing Laboratory Committee | Asia Nano Forum (ANF) | Asia-Pacific Food Analysis Network (APFAN) | Asia Packaging Network (APN) | Asia-Pacific Legal Metrology Forum (APLMF) | Asia Pacific Metrology Programme (APMP) | General Conference on Weights and Measures (CGPM) | International Organization of Legal Metrology (OIML) | ASEAN Consultative Committee for Standards and Quality - Working Group on Legal Metrology (ACCSQ-WG3) | ISTA Global and Asia Pacific | International Association of Packaging Research Institutes (IAPRI) | Association of Official Analytical Collaboration (AOAC) Southeast Asia Section





Compensation Package:

Monthly salary at SG-27-Step 1; Mandatory allowances such as but not limited to: Representation and Transportation Allowance, Personal Economic Relief Allowance, Year-End Bonus, Cash Gift, Uniform Allowance, and other allowable benefits such as those provided under the Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in Government (RA 8439).

Documents to be submitted together with the application letter:

- Application letter;
- Fully accomplished under oath Personal Data Sheet (CS Form No. 212, revised 2017) with recent passport-sized picture and Work Experience Sheet (Attachment to CS Form No. 212);
- Authenticated/certified true copy of the certificate of eligibility/ratings/license;
- Certified True Copy of Transcript of Records and Diploma;
- Certificate of Employment;
- Performance Evaluation for the last three (3) years;
- For GOVERNMENT EMPLOYEES: Updated Service Records; and statement of actual duties and responsibilities;
- Photocopy of Training Certificates, awards received, and documentation of accomplishment;
- Certification from HR or notarized affidavit indicating that the applicant has not been convicted of any administrative offense and/or crime. Certificate of no pending civil, administrative, and/or criminal case;

Shortlisted applicants shall be willing to be subjected to a background investigation (BI), if the need arises.

Note: ITDI encourages all interested 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 including Persons with Disability (PWD) and members of the indigenous communities to apply for the above-mentioned vacant position.

Please forward all applications to:

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
Human Resource Management Section
Gen. Santos Ave., DOST Compound, Bicutan, Taguig City 1631
Trunkline Number: (02) 8683-7750 to 69 local 2219
Email: admhrms@itdi.dost.gov.ph

Requesting Official:

DR. LEAH J. BUENDIA
Undersecretary for R&D
Department of Science and Technology
Chairperson, Search Committee for ITDI Director III

Date of Posting: July 4, 2024

Deadline for submission of application: July 19, 2024

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