



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-DIR3-2-1998, SG-27-1)**

Brief functions of the position:

- Assist the Director IV in setting directions, targets and operational policies of the programs and projects of the Institute;
- Assist the Director IV in the conceptualization, planning and implementation of the programs and projects with national and international organization;
- Directly manage the operational activities of the R&D divisions of ITDI;
- Lead in the implementation/supervision of R&D programs, projects, activities;
- Participate in scientific meetings/fora;
- Perform other duties as assigned.

Qualification Standard:

(Minimum per Civil Service Commission – MC No. 05 s. 2016 and MC 19, 2019)

- Master's degree or Certificate in Leadership and Management from the CSC
- Five (5) years of supervisory / management experience
- 120 hours of supervisory / management learning and development intervention
- Career Service Professional / Second Level Eligibility

Additional qualification requirements:

- Master's degree in Science or Engineering, a Ph.D. degree is an advantage
- Supervisory / management experience, should have at least two (2) years in planning, organizing, coordinating, monitoring, handling technical/ scientific/ research activities
- With at least 5 published scientific papers, and with technology transfer experience
- Career Service Executive Eligibility (CSEE) / Career Executive Service (CES). In the absence of CES or CSEE, the successful applicant must apply for eligibility within one year from assumption to duty

Compensation Package:

Monthly salary at SG-27-Step 1; Representation and Transportation Allowance, PERA and Additional Compensation, 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).

Inspired by Technology, Driven by Innovation

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





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, and shall be required to undergo psychological examination prior to the interview.

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: **March 17, 2025**

Deadline for submission of application: **March 27, 2025**

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