



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 is in need of:

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

Brief functions of the position:

- Assist the Director IV in setting directions, targets and operational policies, conceptualization, planning, and implementation of the programs and projects of the technical and administrative services of the Institute;
- Establish internal and external linkages on matters pertaining to fiscal and administrative concerns;
- Provide appropriate advice, prepare, review and negotiate major contracts and other legal documents as may be required;
- Initiate the formulation of new policies and guidelines in Administrative and Technical Services for approval of the head of the agency & ITDI Execom.;
- Perform other duties as may be assigned.

Qualification Standard:

- Filipino Citizen;
- Must have at least:
 - Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC); a Bachelor's degree in Science or Engineering, or doctoral degree is an advantage;
 - 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 services activities; and
 - 120 hours of supervisory/management learning and development interventions undertaken;
- 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;
- Must not have been convicted of any administrative offense or crime; and
- Must be of good health.

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).

Selection Criteria:

- I. Accomplishments
- II. Relevant Education (relevant to the position applied for)
- III. Relevant Management Experiences
- IV. Relevant Training
- V. Job Competency (core, organizational, leadership, and technical)
- VI. Personal Qualities and Attributes

Documents to be submitted together with the application letter:

- Personal Data Sheet (CS Form No. 212, revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212);
- Execution of plans and programs of ITDI as Deputy Director for ATS (at most 500 words);
- Updated service record for those who served in the government;
- Performance Evaluation for the last three (3) years;
- Notarized affidavit indicating that the applicant has not been convicted of any administrative offense and/or crime must be submitted. If the applicant has a pending civil, administrative, and/or criminal case or was a party to any of these cases in the past, such fact must be disclosed;
- Medical certificate issued by a licensed government physician;
- 2 x 2 ID photo (2 pcs);
- Supporting documents such as a certified true copy of training certificates, awards received, documentation of accomplishments, and others.

For shortlisted applicants, they shall be required to undergo psychological examination prior to the interview. In addition, the chosen applicant shall be required to submit clearances from NBI, Civil Service Commission, Ombudsman, and Sandiganbayan.

Note: ***ITDI encourages all interested and qualified applicants including Persons with Disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply for the above mentioned vacant position.***

Please address application to:

ROWENA CRISTINA L. GUEVARA, Ph.D.
Undersecretary for R&D and Chair, Search Committee

Applications to be sent to this address:

Human Resource Management Section
Industrial Technology Development Institute
General Santos Ave. DOST Cpd., Bicutan Taguig City 1631

Deadline of submission of application: August 22, 2020

Our Business is Industry

Membership:

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)