

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of February 23, 2021

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. Chemicals and Energy Division (CED)							
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: P. 439,536.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-84-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility *RA1080 <ul style="list-style-type: none"> • Under supervision, assists in the implementation of the research and development (R&D) project(s) of the section and the division, as assigned by the Section Supervisor/OIC; • Performs literature survey and summary of or key points of the literature search; • Assist in the preparation of project proposals, progress reports, presentations and project documents, i.e. terminal reports; • Conducts the set-up of laboratory equipment units including experiments and test runs; • Assists in the preparation of the project documents, i.e. accomplishment reports; • Performs laboratory task such as preparation of reagents, operation of laboratory instruments/equipment units, calculation of data and preparation of reports in line with technical services/assistance, research & development projects and technology transfer; • Attend meetings, seminars, trainings, conferences or workshops for scientific or technical advancement; • Performs special assignments and other related duties and responsibilities 	<ul style="list-style-type: none"> • Preferably Licensed Chemist or Licensed Chemical Engineer; • Preferably with MS or MS units (Chemistry/Chemical Engineering); • Preferably with experience in chemical process design, organic synthesis, industrial process R&D; • Computer literate (Microsoft programs and other applications); • Preferably with ISO background (ISO 9001:2015); • Can work 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 on or before March 12, 2021.

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.