



For Immediate Hiring

The **Energy and Utilities Systems Technology Development Division (EUSTDD)** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail-oriented, and resourceful individual to fill the vacancy for:

(3) Project Technical Specialist I

Contract of Service

SG 16 – Php 47,606.00/mo

Qualifications:

- Must be a BS Degree Holder in Science and Engineering in any field of specialization in Civil Engineering and Mechanical Engineering;
- Civil Service Eligible: Professional or PRC Registered;
- With at least four (4) hours of relevant training,
- Must be good at oral and written communication;
- Knowledgeable in the preparation of presentations, spreadsheets, databases, and data mining;
- Must be a team player with a good working attitude, commitment, and dedication;
- Able to multi-task and work under pressure with minimum supervision.

Job Description:

- Provides technical assistance and administrative support for the evaluation of proposals under the EUSTDD;
- Provides technical assistance and administrative support in the monitoring and implementation of projects supervised or sponsored by the PCIEERD-DOST;
- Assists in the conceptualization and formulation of policies, strategies, plans, and programs and the identification of priority projects within the sector;
- Coordinates and manages external cooperation projects and programs;
- Updates and coordinates sub-sectoral plans, priority programs, and road mapping activities;
- Initiates and conducts sub-sectoral stakeholder consultation;
- Performs other duties and functions that will be assigned from time to time.



Competencies:

- **Core Competencies:** Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;
- **Functional Competencies:** Planning, Organizing and Programming; Building Collaborative Working Relationships; Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making.
- **Technical Competencies:** Policy Development and Research Review; Project & Program Development Management; Project Viability and Sustainability; Applying Technical Expertise; IP Management.

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to hr@pcieerd.dost.gov.ph on or before **March 24, 2024**.

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period;
- Certificate of Eligibility/rating/license, if applicable;
- Transcript of Records and Diploma;
- Summary of trainings/seminars/workshops attended;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT
Executive Director

Please indicate the position, division, and posting number (**PTS I - EUSTDD-17-24**) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail, and keep your lines open. **Applications with incomplete documents will not be processed.**