



## For Immediate Hiring

The ***Gender and Development Technical Working Group (GAD TWG)*** 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:

**Project Administrative Assistant II**  
**Contract of Service**  
**SG 11 – Php 32,400.00/mo**

### Qualifications:

- Must be a Bachelor's degree holder related to Social Sciences or Community Development;
- Civil Service Eligible: Professional or PRC Registered;
- With at least one (1) year of relevant experience;
- With at least sixteen (16) hours of relevant training;
- 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:

- Executes plans and activities formulated by the PCIEERD GAD Team, ensuring timely and efficient implementation;
- Organizes and facilitates seminars, trainings, and workshops aimed at enhancing PCIEERD personnel's understanding of GAD-related concepts and mandates, fostering a culture of gender sensitivity and equality within the organization;
- Manages document drafting, routing, and storage for regular operations, ensuring that all GAD-related materials and records are organized and easily accessible for reference and reporting purposes;
- Records key points and outcomes from GAD-related meetings and activities, maintaining comprehensive documentation to track progress, identify trends, and inform decision-making processes;
- Communicates effectively with relevant stakeholders including PCIEERD personnel, external clients, resource persons, and suppliers to address GAD-related concerns, coordinate activities, and facilitate collaboration;
- Ensures Council compliance with the Philippine Magna Carta of Women mandates, staying abreast of relevant regulations and guidelines, and implementing necessary measures to uphold gender equality and promote inclusivity within the organization;
- Assists in managing finance and administrative matters within the Gender and Development (GAD) unit, including but not limited to the processing of documents, payments, and procurement activities, ensuring adherence to relevant policies and procedures;
- Creates, maintains, and generates reports on the financial status of GAD-related programs, activities, and projects, providing accurate and timely updates to facilitate decision-making and resource allocation;



- Performs additional duties of both a routine and specialized nature as assigned by superiors or as necessitated by evolving organizational needs, demonstrating flexibility and commitment to supporting the objectives of the GAD unit and the broader mission of PCIEERD.

### 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; Performance Management; Project Viability and Sustainability; Applying Technical Expertise.

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](mailto: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](http://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 (**PAA II – GAD TWG-18-24**) 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.**