



For Immediate Hiring

The **Office of the Deputy Executive Director – Information Group (ODED-IG)** 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 Technical Assistant IV (Editorial)
Contract of Service
SG 13 – Php 37,584.00/mo

Qualifications:

- Must be a graduate of a Bachelor's Degree in Mass Communication, BS Broadcast Communication, Journalism, or other related courses;
- With two (2) years of relevant experience;
- With sixteen (16) hours of relevant training;
- Must have excellent interpersonal, communication, and coordination skills;
- 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:

- Prepares press releases on PCIEERD activities and projects, including flyers or brochures;
- Prepares promotional posts for PCIEERD social media pages;
- Leads and/or assists in the preparation of media conferences, exhibit concepts, posters, and other related activities of the Information Group;
- Leads and/or assists in the PCIEERD activities;
- Performs other duties and functions as assigned.

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 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 (**PTA IV (Editorial) – ODED-IG-19-24**) 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.***