



For Immediate Hiring

The ***Emerging Technology Development Division (ETDD)*** of the Philippine Council for Industry, Energy and 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 Specialist I
Contract of Service
SG 16 – Php 47,606.00/mo

Qualifications:

- Must be a BS or MSc degree holder in Natural/Physical Sciences and Engineering courses;
- Knowledgeable in project management and coordination of multiple/multi-disciplinary projects;
- With at least one (1) year of job experience as a project manager or research staff;
- Proficient in oral and written communication, computer applications and systems;
- Must be a team player with a good working attitude, commitment, and dedication;
- Results-oriented, able to multi-task, and work under pressure with minimum supervision;

Job Description:

- Under general supervision, provides technical support to the Senior SRS in the management, coordination of programs and projects, and relevant activities in the ICT and Electronics Sectors;
- Evaluates proposals and presents them to the PCIEERD Management team;
- Monitors and evaluates progress and prepares status reports of new, ongoing, and completed programs, projects, and activities;
- Performs critical administrative functions for the sector and division as may be required, such as but not limited to providing inputs to financial requirements, planning activities, and coordination with stakeholders, among others;
- Prepares the cash program, communications, technical reports, and presentations as necessary;



- Provides team leadership as may be assigned in projects and other internal research activities, including stakeholders' consultation, road mapping, and sectoral planning, among others;
- Organizes meetings, seminars, symposia, and other structured gatherings related to the ICT and Electronics Sectors and other areas of concern related to development; and
- Performs other functions 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.

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 **April 28, 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 - ETDD-27-24**) 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.**