



For Immediate Hiring

The ***Policy Coordination and Monitoring Division (PCMD)*** 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 Aide III
Contract of Service
SG 6 (Php 21, 064.00/mo)

Qualifications:

- High school graduate or completion of relevant vocational/trade courses or completion of two-year studies in college;
- Knowledge in malware prevention and removal, including administration of desktops and antivirus technologies, hardware, software maintenance, and optimization;
- Knowledge of current technological developments and trends in the field of ICT;
- Ability to resolve customer complaints/concerns and communicate technical information to technical and non-technical personnel;
- Must be agile, a team player with professional IT ethics, a good working attitude, commitment, and dedication to the job.

Job Description:

- ICT Resource Deployment
 - Performs setup and configuration of end-user's ICT devices (desktops, laptops, printers)
- Administrative Support
 - Provides assistance in processing payment releases, managing project documentation, scheduling meetings, preparing purchase requests, and others.
- IT End-Users' Trainings
 - Provides assistance in facilitating the conduct of IT end-user training sessions
- ICT Infrastructure Maintenance
 - Provides assistance in monitoring and verifying the integrity and availability of ICT infrastructure (check inventory list and assess desktop and laptop for replacement)
- ICT Specification Evaluation
 - Provides assistance in evaluating ICT resource requirements
- Preventive Maintenance
 - Provides assistance in conducting preventive maintenance on desktops and laptops and updating inventory lists and reports accordingly
 - Updates the checklist of network equipment for preventive maintenance (Servers, UPS, Printers, and other ICT Equipment)



- Employee Onboarding/Offboarding
 - Provides assistance in creating/removing accounts of newly hired/resigned employees and updating the summary list accordingly
- Performs other duties as requested and within areas of expertise.

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; IT Resource Management; Risk Assessment.

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 **May 03, 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 (**PA Aide III – PCMD-29-24**) 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.***