



For Immediate Hiring

The ***Finance and Administrative Division (FAD)*** 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:

Science Research Analyst
Contract of Service
SG 11 – Php24,904.80/mo

Qualification:

- Must be a graduate of Bachelor of Science in Business Management or other related course;
- Experience in Property Management is an advantage;
- Excellent in interpersonal, communication and coordination skills;
- Result-oriented, resourceful and can work with minimum supervision;
- Must be team-player, good working attitude, commitment and dedication;
- With knowledge in computer applications (Excel, Word, PowerPoint, Access).

Job Description:

- Prepares reports such as Inventory Report, Observation Report, Property Transfer Report, Deed of Donations and other relevant documents;
- Coordinates balances of booked/ liquidated PCIEERD-GIA Funded projects with equipment outlay/ fabrication equipment to accounting section (Year End Report);
- Assist the Property Management in monitoring of Purchase Document submission under PCIEERD-GIA & DOST GIA funded projects with equipment outlay/ fabrications equipment;
- Assist the Property Management in the conduct of inventory of equipment under PCIEERD-GIA & DOST GIA funded projects with equipment outlay/ fabrications equipment;
- Prepared communication letter and conduct follow up e.g. Notice of Inventory, JEV No., Memorandum etc.;
- Performs other duties of a regular or special nature 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: Performance Management; Applying Technical Expertise; Learning and Development; Finance and Admin (Budgeting, Accounting, Cash Management, HRM-Admin, Procurement & Supplies).

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 **January 31, 2020**:

- 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 (SRAnalyst) and division (FAD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open. Please also note that ***applications with incomplete documents will not be processed.***