For Immediate Hiring

The ***Research Information and Technology Transfer Division (RITTD)*** 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 Specialist I
Contract of Service
SG 13 (Php 30,278.40/mo)

Qualification:

- Civil Service Eligible- Professional or PRC Registered (without this eligibility, application will not be processed)
- BS degree holder in Science and Engineering (preferably a Chemical, Computer or Electrical Engineering graduate)
- With at least four (4) hours of relevant training
- With at least three (3) years of relevant experience in industry or research
- Experience in business, finance or marketing is an advantage
- Experience in project management is an advantage
- Possesses good writing and oral communication skills
- Knowledgeable in computer office applications (presentations, spreadsheets, databases, data mining)
- An advantage if informed on Intellectual Property (IP) rights

Job Description:

- Conducts IP inventory of projects as assigned;
- Performs evaluation and monitoring of proposals for funding; and reports to the Sr. SRS or Chief SRS;
- Represents RITTD in project meetings and other meetings as assigned; and
- Prepares minutes, travel reports, presentations and other business correspondence related to IPTT projects and initiatives; and
- Performs other duties and functions that will be assigned from time to time.

PCIEERD encourages interested applicants including persons with disability, members of the indigenous communities and any sexual orientation and gender identities to submit their *application letter, resume or PDS, and other relevant documents* to **hr@pcieerd.dost.gov.ph** on or before ***January 17, 2020***. Please indicate the position (SRS I) and division (RITTD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.