Republic of the Philippines
Department of Science and Technology
PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING TECHNOLOGY RESEARCH AND DEVELOPMENT (PCIEERD)

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:

Personnel Specialist I - Contract of Service
SG 13 (Php 30, 278.40/month)

Qualification**:**

- Civil Service Eligible or PRC License (without this eligibility, application will not be processed)
- Must be a graduate of bachelor's degree in Human Resource, Psychology and other related fields
- At least eight (8) hours training related to Human Resources
- At least 1 year experience in recruitment, selection and placement and other HR services
- Experience in government office is an advantage
- Must be team-player, good working attitude, commitment and dedication;
- Possesses good interpersonal, communication and writing skills;
- Knowledgeable in computer office applications (presentation preparation, spreadsheets, MS word)
- Result-oriented, analytical and can work under pressure with minimum supervision;

Job Description:

- Assists in the implementation and monitoring of Individual Development Plan of employees
- Facilitate logistics and coordination to third party providers/in-house trainings
- Create analysis reports and plans to address employees' learning and development gaps
- Report results accomplishment of trainings attended by the employees
- Act as secretariat of the Personnel Development Committee
- Performs other task as may be assigned

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, Performance Evaluation and other relevant documents* to **hr.pcieerd03@gmail.com** on or before *December 23, 2019 only*. Please indicate the position (AOII) and division (FAD-HR) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.