

NOTICE OF HIRING

Agency	: Department of Science and Technology MIMAROPA Region
Position	: Science Research Specialist I (<i>Permanent</i>)
Item Number	: OSEC-DOSTB-SRAS1-54-2015
Place of Assignment	: DOST - Regional Standards and Testing Laboratories (Metrology Lab) in Sta. Monica, Puerto Princesa City, Palawan
Number of Vacancies	: One (1)

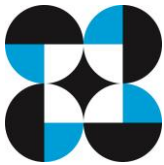
Minimum Qualifications

Education	: Degree in S&T related courses such as Applied Physics, Mechanical/Electrical or other Engineering field Knowledgeable in: -Risk management practices -ICT systems/application
Skills and Abilities	: -Good communication skills (oral and written) -Good analytical and conceptualization skills and ability to think strategically -Ability to form creative solutions in problem solving -Excellent organizational and information management skills -Good interpersonal skills and ability to work sensitively with people from different social background -Ability to work on own initiative as well as part of a team
Experience	: -At least one (1) year relevant experience in calibration and metrology and have ISO-related trainings an advantage -Experience in a government agency is an advantage
Training	: None required
Eligibility	: Career Service Professional or 2 nd Level Eligibility

Job Description:

Duties and Responsibilities:

1. Calibrate inspection, measurement, and test equipment (physical and mechanical) to ensure compliance with published specifications and international standards;
2. Collect, compile, measure, summarize, and record data gathered during calibration and prepare calibration reports and certificates
3. Develop, document, and maintain calibration systems and procedures, based on principles of measurement science, technical analysis of measurement problems and accuracy and precision requirements;
4. Assess and monitor performance of the calibration laboratory's quality systems per standards and guidelines including recommendations for improvements;
5. Prepare accomplishment and financial reports and related documents for submission to concerned agencies and offices;



6. Coordinate, cooperate and establish networks and linkages with stakeholders for effective implementation of programs, projects and activities; and
7. Perform other duties that may be assigned from time to time.

DOST-MIMAROPA encourages interested and qualified applicant including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to submit and/or send **application letter** and **resume / curriculum vitae** to

Dr. Ma. Josefina P. Abilay
Regional Director
Department of Science and Technology
MIMAROPA Region
4/F DOST-PTRI Building, Gen. Santos Ave.
Bicutan, Taguig City, Metro Manila

not later than **August 17, 2018** through e-mail hr.mimaropa.dost4b@gmail.com along with:

- original and photocopies of official school **transcript of records**;
- two (2) pcs. **passport size colored ID pictures**; and
- **Personal Data Sheet** (download here: <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)

Please note that only those shortlisted candidates will be contacted for interviews.