

NOTICE OF HIRING

Agency : **Department of Science and Technology
MIMAROPA Region**

Position : **Project Assistant I** (*Contract of Service*)

Item Number : None

Place of Assignment : DOST-MIMAROPA Regional Office, Bicutan, Taguig City

Number of Vacancies : One (1)

Minimum Qualifications

Education : Degree in Business Management, Office Management or equivalent
(Fresh graduates are encouraged to apply)

Knowledgeable in:
-Microsoft Office (Excel, Word, PowerPoint)
-Project management

Skills and Abilities : -Good communication skills (oral and written)
-Ability to form creative solutions in problem solving
-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 project coordination and monitoring

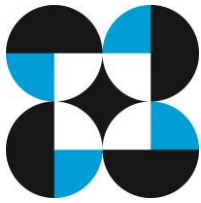
Training : At least 8 hours relevant training

Eligibility : None required

Job Description:

Duties and Responsibilities:

- Assists in the conduct of technology trainings in the provinces:
 - ✓ Assists in the coordination of activities with the resource persons;
 - ✓ Assists in data gathering and process documentation; and
 - ✓ Assists in data analysis and preparation of reports/presentation materials.
- Assists in the planning, coordinating, monitoring and evaluation of SETUP Projects:
 - ✓ Facilitates repayment/refund of SETUP Clients;
 - ✓ Prepares and submits monthly monitoring report for SETUP Refund;
 - ✓ Assists in the conduct of Regional Technical Evaluation Committee (RTEC) Meeting for the evaluation of proposed SETIP and GIA Projects; and
 - ✓ Assists in the preparation of documents necessary for funding the projects.
- Assist the Technical Services Division (TSD):
 - ✓ Assists in the organization of incoming and outgoing documents in TSD;
 - ✓ Assists in the implementation of Quality Management System.
- Perform other duties as may be deemed necessary 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 20, 2018** through e-mail hr4bapplications.dost@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.