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## NOTICE OF HIRING

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

Position : **Science Research Specialist I**

### Minimum Qualifications:

Education : Bachelor's Degree in S&T related fields

Experience : Preferably DOST Scholar-graduate with basic skills in ICT and with good oral and written communication skills

Training : 4 hours relevant training

### Job Description:

- (a) Function as Support Staff to the permanent personnel duly designated as One Expert Regional Focal Person;
- (b) Provide support in the screening, evaluation and accreditation of S&T experts and consultants from the region who will be included in One Expert pool of experts;
- (c) Assist in the delivery of consultancy programs, trainings and other technical services availed through One Expert;
- (d) Assist in the training of DOST Regional Office and PSTC technical staff in the use of One Expert;
- (e) Assist the Regional IT Administrator in the management of IT concerns/component of One Expert in the regional office;
- (f) Conduct promotional activities of One Expert to the different sectors and potential clients in the region;
- (g) Assist in the development of promotional materials for publication at the One Expert portal.
- (h) Perform administrative work, such as, but not limited to, preparation of financial reports, accomplishment reports and status reports for the One Expert Project

(i) Communicate feedback regarding One Expert implementation to the Project Management Office; and

(f) Perform other duties that may be assigned from time to time.

Send application letter and resume to **Dr. Ma. Josefina P. Abilay**, Regional Director DOST-MIMAROPA Regional Office, 4F PTRI Bldg., Gen. Santos Ave., Bicutan, Taguig City not later than **November 4, 2016** thru email: **mimaropa.dost4b@gmail.com** or **hr.mimaropa.dost4b@gmail.com**. You may also inquire at telefax number (02) 837-3755 for more details. Submit original and photocopies of official transcript of records, birth certificate, marriage contract (if applicable), barangay clearance, NBI clearance, TIN, 2 pcs. Passport size colored ID pictures, certificates of training and clearance from previous employer.

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Postal Address: DOST-MIMAROPA  
DOST Complex, Gen. Santos Ave  
Bicutan, Taguig City, Philippines  
Telefax: (02) 837-3755 or (02) 837-2071 loc. 2092 to 2093

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