



## ANNOUNCEMENT OF VACANT POSITIONS

As of 17 December 2024

### I. SCIENCE RESEARCH SPECIALIST II

Place of Assignment: **Technology Diffusion Division**  
 Item Number: **MIRDCB-SRAS2-3-2010**  
 No. of vacancy: **1 (Permanent)**  
 Salary Grade/Step: **16-1**  
 Monthly Basic Salary: **Php 41,616.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:	
Education:	Bachelor's Degree preferably engineering or business-related course	Assists in planning, implementing, and monitoring programs, projects, and activities of the Unit; prepares the content of IEC materials; prepares reports, messages, speeches, and write-ups by both internal and external customers; proofreads and edits written outputs; organizes promotional events; represents the Center in DOST and industry-led activities; and media engagements; prepares presentation materials and handles informative and interactive presentation.	
Experience:	One (1) year of experience in team management, research, technical, technical and creative writing, editing, proofreading, and content creation		
Training:	Four (4) hours of relevant training		
Eligibility:	Career Service (Professional) / Second-Level Eligibility		
Other qualifications:	Preferably with skills in research, writing, editing, proofreading, marketing, and effective communication and presentation; skills in typing using MS Office such as Word, Excel, and Powerpoint; knowledge in basic photography and editing		
Compensation Package:		o Annual Basic Salary o Mandatory Allowances such as but not limited to: <ul style="list-style-type: none"> <li>▪ Personal Economic Relief Allowance (PERA)</li> <li>▪ Mid-Year and Year End Bonus plus Cash gift</li> <li>▪ Uniform Allowances</li> </ul> o Allowable benefits under the Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in the Government (RA 8439) o Other bonuses and benefits that may be provided by law	
Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)			
<p><b>Oral Communication (Advanced)</b> - Effectively delivers messages that require careful planning for the method use and possible impact on the audience. Accurately quotes, paraphrases and summarizes provisions of laws, rules regulations guidelines when conveying information orally.</p> <p><b>Presentation (Advanced)</b> - Gives interesting and well-received formal and informal presentations to large/small groups inside or outside the organization. Spots and optimizes opportunities to change process when something is not working while delivering a presentation. Establishes an objective that clearly reflects the needs of the audience. Involves the audience by soliciting questions and input, and clarifies as needed to help achieve the goals of the session. Presents to senior managers in the organization.</p> <p><b>Written Communication (Advanced)</b> - Edits and corrects various correspondences/ documentation of staff. Guides and coaches others on the output of their work to ensure quality. Writes complex technical reports, using clear terminology and concise format for use by high-level decision-makers. Reviews technical reports, edits materials, and provides suggestions to improve clarity while ensuring documents are targeted to the intended audience. Creates convincing, complex, and articulate written documents. Uses variety of written communication, particularly within the networked and partnered government agencies and stakeholders to gain understanding and commitment. Drafts, edits, revises, and reviews complex or sensitive issues or cases for approval</p> <p><b>Attention to Detail (Advanced)</b>-Ensures compliance with procedures to produce high-quality work. Ensures monitoring of the quality of work by setting up procedures. Acts to verify the information. Maintains checklist and calendar to ensure that small details are not overlooked. Suggests a system to monitor the progress of work or project.Informs affected internal/external clients and partners of changes in a timely manner. Follows up regularly to ensure that the project is progressing as planned.</p> <p><b>Used of Technology (Intermediate)</b>- Integrates audio, video and animation in online presentation platforms. Reviews related database of information. Utilizes technologies to access information to enhance professional productivity. Conducts research and communicates through the local and global professional networks, where applicable.</p> <p><b>Scientific Paper Writing (Advanced)</b>- Evaluates the use of appropriate graphics, and quantitative and qualitative interpretation of data to aid decision-makers in analyzing root causes of problems and coming up with alternatives in the process of decision-making. Reviews written technical reports to ensure the accuracy and relevance of information or data before publication or release to the target audience.</p> <p><b>Audiovisual Material Development (Advanced)</b>- Consults with various project leaders to verify information re featured technology; Reviews and recommends prepared storyline/script (if production is in-house), including prints for improvement to script submitted by the contractor and seeks approval of concerned project team.</p>			



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**Technical Competency Requirements**  
(Rubric Description/Elements/Behavioral Indicators)

**Print/IEC Material Development (Advanced)**- Composes the content of IEC materials. Ensures that developed print materials are cohesive and comprehensive. Collaborates with various teams in the Agency for the review / evaluation of the correctness of IEC material contents.

**Promotional Events Organization (Advanced)** - Formulates tactical and operational strategies for event organization. Monitors team performance in the implementation of promotional events and programs. Assesses effectiveness and efficiency of identified roles of each involved staff to ensure that talents are optimized and responsibilities are shared.

Interested applicants may submit their applications online through the MIRDC Recruitment Management Information System (RMIS) Portal:

1. Visit <https://recruitment.bakalmirdc.site/>
2. Register and create your account, complete your profile, and upload necessary documents in (.jpg) format.
3. Once completed, you may now apply to your desired vacant positions by clicking the APPLY button.

For ONLINE Submissions, scan and combine the listed requirements in (.pdf) format to [fad-agss@mirdc.dost.gov.ph](mailto:fad-agss@mirdc.dost.gov.ph)

1. Application letter stating the position applied for
2. Duly accomplished **MIRDC Application for Employment**. Please attach Work Experience Sheet (CSC form 212 additional form)
3. Photocopy of training certificates, Official Transcript of Records and Diploma, certificate of eligibility (additional) For GOVERNMENT EMPLOYEES: Service records, Statement of actual duties, Copy of latest Performance Evaluation

**\*\*\*INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED\*\*\***

**Deadline of Submission: December 28, 2024**

*Pursuant to Sec.5 of the RA 10524 otherwise known as the Equal Employment Opportunity Act, no person with disability shall be denied access to opportunities for suitable employment, thus, the DOST-MIRDC provides equal employment opportunities to all employees and applicants moreover, the DOST-MIRDC prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, sexual orientation, or any other characteristics.*

*Due to high volume of applications received, only shortlisted applicants will be contacted. Thank you very much for your interest in applying with us!*