



**ANNOUNCEMENT OF VACANT POSITIONS**  
 As of 03 January, 2025

**I. SENIOR SCIENCE RESEARCH SPECIALIST**

Place of Assignment: **Technology Diffusion Division**  
 Item Number: **MIRDCB-SRSRS-10-2010**  
 No. of vacancy: **1 (Permanent)**  
 Salary Grade/Step: **19-1**  
 Monthly Basic Salary: **Php 53,873.00**

<b>Minimum Qualification Requirements</b> (Based on CSC standards):		<b>Brief Description of Duties and Responsibilities:</b>	
Education:	Bachelor's degree relevant to the job	<p>Provide technical consultancy and business advisory services to the metals, engineering and allied industry firms on problems and improvements pertaining to the project establishment, engineering design, manufacturing process, material selection and productivity, among others; Conduct technology transfer activities; Prepare and evaluate project proposals; Assist in the coordination, implementation, and monitoring of special projects.</p> <p><b>Compensation Package:</b></p> <ul style="list-style-type: none"> <li>○ Annual Basic Salary</li> <li>○ 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> </li> <li>○ Allowable benefits under Magna Carta for Scientists, Engineers, Researchers, and other S&amp;T Personnel in the Government (RA 8439)</li> <li>○ Other bonuses and benefits that may be provided by law</li> </ul>	
Experience:	Two (2) years of relevant experience		
Training:	Eight (8) hours of relevant training		
Eligibility:	Career Service Professional / Second Level Eligibility/ RA 1080		
Other qualifications:	Knowledgeable in metal processing, including but not limited to machining, metalworking, metal casting. Preferably with experience in business development, technology transfer, and commercialization. Preferably with a bachelor's degree in Engineering		

<b>Technical Competency Requirements</b> (Rubric Description/Elements/Behavioral Indicators)
<p><b>Intellectual Property (IP) Management and Commercialization (Basic)</b> – Manifests basic understanding of the innovation process, IP protection, related policies, marketing and commercialization to convey the importance of the process to the stakeholders. Applies principles of innovation in evaluating the level of R&amp;D outputs. Coordinates and liaises with researchers/ concerned personnel to facilitate submission of required records and information to concerned agencies. Organizes data and update database of technology portfolio and licensees. Conducts presentation and marketing of technologies for transfer.</p> <p><b>Consultancy (Advanced)</b> - Manifests deep understanding and specialization of specific metalworking process or business process. Reviews the overall impact of consultancy assistance conducted. Reviews monitoring and other tools to help conduct consultancy activities. Drafts guidelines and policies to improve the process in the provision of consultancy services. Reviews and approves submitted report within the prescribed time.</p> <p><b>Measurement Audit (Advanced)</b> – Applies knowledge of principles of complex calibration, testing and intralaboratory and interlaboratory comparison methods. Prepares clear and concise measurement and interlaboratory comparison reports. Manifests capability on coordinating interlaboratory comparison activities per request of clients.</p> <p><b>Contract Preparation, Drafting and Review (Intermediate)</b> - Determines the terms and conditions of the agreement subject of negotiation. Demonstrates understanding of the stakeholder's positions and bargaining power and negotiates and/or participates in negotiations. Demonstrates knowledge on the uses of the standard format of the contract. Reviews the completeness of the information and provisions in the template contract and submit it for review.</p> <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 Skills (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.</p>

**Continued on Page 2**



**SENIOR SCIENCE RESEARCH SPECIALIST (MIRDCB-SRSRS-10-2010)**

<b>Technical Competency Requirements</b> (Rubric Description/Elements/Behavioral Indicators)
<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. Review technical reports, edit materials, and provide suggestions to improve clarity while ensuring documents are targeted to the intended audience.</p> <p><b>Attention to Detail (Intermediate)</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>Records Management (Basic)</b> - Maintains records in a methodical and organized manner to facilitate easy retrieval. Applies knowledge of records management software applications and their use. Ensures accuracy of the details of all transactions and record keeping.</p> <p><b>Use of Technology (Basic)</b> – Applies basic computer skills in work using basic MS Office applications, among others. Complies with standards, policies and procedures in the use of the Center's e-mail system. Uses technology-enabled equipment and is familiar with operating basic systems such as Windows, MS Word, MS Excel, multimedia presentations and Internet, among others. Complies with standards, policies and procedures in computer file maintenance.</p>

Interested applicants may send a scanned copy of the following requirements (combined) 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
4. (additional) For GOVERNMENT EMPLOYEES: Service records, Statement of actual duties, Copy of latest Performance Evaluation

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

**Deadline of Submission: January 14, 2025**

*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!*