



**ANNOUNCEMENT OF VACANT POSITIONS**  
 As of November 25, 2022

**II. SUPERVISING SCIENCE RESEARCH SPECIALIST**

Place of Assignment: **Prototyping Division** (Product Development Section)  
 Item Number: **MIRDCB-SVSRS-2-1998**  
 No. of vacancy: **1** (Permanent)  
 Salary Grade/Step: **22-1**  
 Monthly Basic Salary: **Php 69,963.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Bachelor's degree relevant to the job	Supervises the section on the implementation of R&D projects pertinent to the development of industrial and agricultural machines, advanced transportation and defense including monitoring of section project's milestone.
Experience:	Three (3) years relevant experience	
Training:	Sixteen (16) hours relevant training	
Eligibility:	Career Service Professional/ Second Level Eligibility/ RA 1080	
Other qualifications:	<ul style="list-style-type: none"> <li>• Preferably with master's degree in science or engineering</li> <li>• Preferably with ten (10) years of experience in implementing R&amp;D projects, particularly in machine design and prototyping; project leadership</li> <li>• Preferably with Thirty-two (32) hours of relevant training</li> <li>• Must have eight (8) hours training in Management and Supervision</li> <li>• Must be knowledgeable in project proposal, design conceptualization and project management.</li> </ul>	<b>Compensation Package:</b> <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>

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p><b>Data Management (Basic)</b> – Demonstrates knowledge and techniques in collecting, storing and validating the accuracy of data/information.</p> <p><b>Oral Communication (Intermediate)</b> – Listens to others and shows an understanding of what they are saying. Creates opportunities for others to express their opinions, ideas and concerns, and engage in empathetic listening.</p> <p><b>Presentation Skills (Intermediate)</b> – Presents ideas, opinions, and feelings in a large group in a confident and enthusiastic manner. Commands attention and manages group process during the presentation. Keeps the audience engaged through the use of techniques such as analogies, illustration, humor, an appealing style, and voice inflection. Presents to peers, team members or others.</p> <p><b>Written Communication (Intermediate)</b> – Writes narrative/ descriptive reports and related writing assignments based on readily available information. Edits own words, numbers, letters, sentences, including capitalization lower case, punctuation, and phonetic notation. Demonstrates clarity, fluency, impact, and conciseness in his/her written communications. Prepares technical reports and related documents involving the analysis of various interrelated data or activities/projects/ current issues. Creates grammatically and structurally proper and articulates written composition, including formal letters and technical reports of considerable difficulty. Drafts, edits and revises queries, correspondences, reports and project proposals for approval. Conveys ideas in writing appropriate to the sender of the communication. Plans and organizes the content of written composition carefully to ensure grammatical accuracy and appropriateness. Accurately quotes, paraphrases, and summarizes provisions of laws rules, regulations, and guidelines when conveying information in writing.</p> <p><b>Attention to Details (Basic)</b> – Complies with standards, policies and procedures in ensuring the accuracy of information and completeness of work product to provide accurate and consistent work. Ensures information is provided on a timely basis. Monitors carefully the details and quality of own and others' work, where applicable. Elevates concern on noticed errors to respective authority regarding work before it is distributed. Keeps track of the progress of the work or projects. Takes necessary actions to produce work that requires little or no checking.</p> <p><b>Records Management (Intermediate)</b> – Maintains documents and records in a manner compliant with organizational policies as well as laws, rules, and regulations. Keeps updated with records management technology and practices to continuously improve existing systems. Supports others in the development and introduction of new record-keeping practices and procedures. Displays proactive approach to improving record-keeping practices</p> <p><b>Use of Technology (Intermediate)</b> – Demonstrates know-how of the technological infrastructure (hardware, software operating systems, personal computing, local area network (LAN), wide area network (WAN), computer telephony integration and internet), where applicable. Uses other built-in/ add-on functions of the word processor. Creates graphs and other graphical presentations of information/data contained in spreadsheet platforms. Develops presentation materials using appropriate technology-enabled presentation software. Conducts routine check-up of computers for viruses and malware/spyware, where applicable. Exhibits proficiency in operating various office systems. Identifies problems and executes troubleshooting activities, where applicable. Creates backup data, where applicable.</p>

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**Republic of the Philippines**  
**Department of Science and Technology**  
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**Technical Competency Requirements**  
(Rubric Description/Elements/Behavioral Indicators)

**Contract Preparation, Drafting and Review (Basic)** – Provides support in the preparation of the contract/legal document.

**Legal Acumen (Basic)** – Demonstrates an understanding of the relevant laws, rules, policies and other relevant issuances.

**Equipment Corrective and Preventive Maintenance (Basic)** – Complies with the policies and procedures in the conduct of maintenance, setting up maintenance work requirements, and creating work plans for maintenance activities.

**Monitoring and Evaluation (Basic)** - Demonstrates basic understanding of the importance of monitoring and evaluation in achieving desired results.

**Analysis of the Environment (Advanced)** – Applies benchmarking techniques to identify best practices which can be adopted by the Center. Develops linkages within the organization and with other government units and organizations to operate within the programs environment and achieve organizations goals.

**Strategy Formulation (Advanced)** – Develops strategies aligned with the mandate vision, mission and values of the Center including its implementation plan. Consolidates the strategies, roadmaps and PPA's to package the strategic plan

**Research and Development (Superior)** – Strengthens and operationalizes related systems and procedures to ensure achievement of MIRDC targets and security of intellectual property

**Scientific Papers Writing (Intermediate)** – Produces technical documentation.

**Computer Aided Design (CAD) (Basic)** – Produces assembly, layout and detail drawings using computer-aided design (CAD) software.

**Computer Aided Manufacturing (CAM) Programming (Basic)** – Applies computer numerical control (CNC) part programming for turning and/or milling tasks.

**Heat Treatment (Basic)** – Applies preparatory procedures.

**Machining (Basic)** – Manifests understanding of the basic operation of conventional machines for simple parts and applies proper manufacturing and safety practices, with adequate supervision

**Mechatronics (Automation)** – Applies the principles of Electro-pneumatics/ hydraulics, Industrial motor, Sensors and Programmable Logic Controller (PLC).

**Metal Casting (Basic)** – Manifests understanding of the basic metal casting principles and practices.

**Metal Fabrication (Basic)** – Conducts simple metal fabrication

**Presswork (Basic)** – Conducts basic stamping procedures and principles.

**Consultancy (Basic)** – Manifests basic understanding of business processes, metalworking processes and operation, government regulations, business risks and opportunities and other factors. Identifies achievable production goals, physical plant layout, appropriate machines and equipment to use, appropriate technology to be adopted, sources of raw materials, type and number of staff, production costs, maintenance and repair of machines and equipment.

**Intellectual Property (IP) Management and Commercialization (Basic)** – 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&D outputs.

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

**Deadline of Submission: December 06, 2022**

***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!***