PUBLICATION OF VACANT POSITION (COS)

POSITION	:	Project Technical Assistant IV
SALARY GRADE	:	13
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Diliman, Quezon City

JOB QUALIFICATION :

- Proficient in Linux environments
- Background in Python and Bash
- Knowledgeable with on-premise virtualization (IAAS platforms is a plus)
- Background with high-performance computing environments is a plus
- Knowledgeable in Git

Education :

Bachelor of Science in Computer Engineering, Computer Science, Information Technology, or any degree relevant to the job

Experience :

None is required, but experience in the field of System Administration is a plus.

Training :

None is required.

Eligibility :

None is required.

RESPONSIBILITIES:

Under general supervision and direction, HE/SHE shall perform the following:

- Provide level 2 technical support to users;
- Perform data backups and disaster recovery operations;
- Assist in designing, configuring, and testing computer hardware, networking software, and operating system software;
- Prepare technical documents, which are required by the facility;
- Assist in the conduct training on HPC & Cloud, as needed;
- Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary;
- Carry out other tasks that may be required.

Postal Address : DOST-ASTI Bldg., UP Technology Park Complex
C.P. Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph

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+63 2 8426 9755
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APPLICATION:

1. Accomplish the Application Form through this link: https://forms.office.com/r/smW6sH4p7M
2. Interested applicants should submit the following requirements to gridops@asti.dost.gov.ph, cc: careers@asti.dost.gov.ph with subject line: DOST ASTI: Job Application – Position Title – Last Name, First Name:

   a. Letter of Intent addressed to Peter Antonio B. Banzon, Chief, Research and Development Division, DOST Advanced Science and Technology Institute.
   b. Updated Personal Data Sheet and Curriculum Vitae;
   c. Diploma and TOR;
   d. Certificate/s of employment; and
   e. Training certificate/s.

IMPORTANT NOTES:

- Only applications with complete requirements including an accomplished **Application Form (link cited above)** shall be processed.
- Application documents should be in Portable Document Format *(.pdf)* with proper file name.
- Applicants who are interested in applying to various vacancies must submit separate applications for each vacant position.
- Due to the volume of applications received by this Agency, we will be inviting only those who are shortlisted to proceed with the recruitment process.

As an advocate of the Equal Employment Opportunity Principle (EEOP), the DOST-Advanced Science and Technology Institute encourages and welcomes all applicants regardless of age, religion, or political affiliation including persons with a disability, members of indigenous communities, and those from any sexual orientation and gender identities.

DOST-ASTI Privacy Notice: All personal information contained in any document received or transmitted herein shall be used solely for documentation and processing purposes within the DOST-ASTI and shall not be shared with any outside parties, unless with your written consent. We are committed to protect personal data in accordance with R.A. 1073 (Data Privacy Act of 2012). All personal information shall be retained and stored by the DOST-ASTI within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule.