



PUBLICATION OF VACANT POSITION (Contract of Service)

- POSITION** : Project Administrative Assistant IV (Program Manager)
- SALARY GRADE** : SG 13
- NO. OF POSITIONS AVAILABLE** : 1
- LOCATION** : Research and Development Division
- JOB QUALIFICATION** : N/A
- Education : Bachelor's/College Degree in Business Administration, Management, or any ICT related course such as Computer Science, Information Technology, etc.
- Experience : None Required
- Training : None Required
- Eligibility : None Required
- Other Requirements
- Must have strong analytical and organizational skills, including attention to detail and multitasking skills
 - Good command of English skills
 - Good communication and interpersonal skills
 - Self-motivated and willing to learn.
 - Can work with minimal supervision
 - Hardworking and has time management skills
 - With good oral and written communication skills
 - Knowledgeable in using project management and other office document tools
 - Must agree to the following office rules and guidelines
 - Must be able to work well with a team, communicate well with the group, be adaptable to circumstances, be self-motivated, teachable, and a fast learner
 - Must be willing to work in Quezon City

RESPONSIBILITIES:

Under general supervision and direction, Project Administrative Assistant IV shall perform the following:

- Lead the project management including the administrative and clerical tasks of the project CHARITY and other project under the program AYUHON
- Prepare, organize, and maintain project files, records, and documentation
- Monitor the project's work plan, budget utilization, and deliverables by updating records and preparing reports.
- Use task monitoring tools to keep track of people and monitor overall progress;
- Head the recruitment and onboarding of the project team members;
- Closely coordinate with the funding agency to ensure timely status reporting.
- Liaise with partner agencies/ institutions regarding the establishment of partnerships;
- Ensure that agreements, office rules, and guidelines are followed and properly documented;



- Organize during events and other activities (e.g., exhibits, meetings, workshops/ trainings) necessary in the implementation of the projects;
- Perform other tasks as may be assigned from time to time.

APPLICATION:

Interested applicants should submit a **letter of intent** addressed to **Engr. Peter Antonio B. Banzon**, Research and Development Division's Division Chief. Applicants must submit their letter at lina@asti.dost.gov.ph and eduardojr.piedad@asti.dost.gov.ph cc: careers@asti.dost.gov.ph along with the following:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(Project CHARITY\) – Fill out form](#)
2. Updated Personal Data Sheet;
3. Updated CV;
4. Diploma and TOR; and
5. Training certificate/s (if applicable).

APPLICATION DEADLINE: 27 March 2026

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