



**PUBLICATION OF VACANT POSITION  
(Project-Based)**

<b>POSITION</b>	:	Project Administrative Assistant I (Project Manager)
<b>SALARY GRADE</b>	:	SG 10
<b>NO. OF POSITIONS AVAILABLE</b>	:	1
<b>LOCATION</b>	:	Computer Software Division
<b>JOB QUALIFICATION</b>	:	
Education	:	Bachelor's/College Degree of any IT related course such as Computer Science, Information Technology, Communications, etc.
Experience	:	None Required
Training	:	None Required
Eligibility	:	
Other Requirements	:	<ul style="list-style-type: none"><li>• Must have strong analytical and organizational skills including attention to detail and multi-tasking skills</li><li>• Knowledge in Software Development Life Cycle is an advantage</li><li>• Must be a team player, communicator, adaptable and self-motivated</li><li>• Excellent communication and interpersonal skills</li><li>• Self-motivated and willing to learn.</li><li>• Can work with minimal supervision</li><li>• Hardworking and has a time management skill</li><li>• With good oral and written communication skills</li><li>• Must have some knowledge in using project management and other office document tools</li><li>• Must be agreeable to following office rules and guidelines</li><li>• Applicants must be willing to work in Quezon City</li></ul>

**RESPONSIBILITIES:**

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

- Assist the Project Leader in planning, monitoring, and coordinating overall project operations.
- Assistance in tracking project timelines, budgets, and deliverables using monitoring tools.
- Assistance or support in recruiting and managing project team members.
- Track project budget utilization and assist in procurement coordination with the administrative team.
- Maintain accurate and updated project documentation and prepare regular reports.
- Assistance in facilitating communication with partner institutions and monitor compliance with agreements.
- Assistance and support in budgeting, documentation, and reporting activities.

- Ensure compliance with project agreements and support the implementation of collaborative activities.
- Help in organizing and participate in events such as exhibits, meetings, and workshops related to the project.
- Perform additional tasks as assigned and ensure timely reporting to work.

#### **APPLICATION:**

1. Accomplish the Application Form through this link: <https://forms.office.com/r/iYdQVG51p5>
2. Interested applicants should submit a letter of intent addressed to Ms. JOANNA G. SYJUCO, Computer Software Division, Division Chief. Applicants must submit their letter at [vanesa@asti.dost.gov.ph](mailto:vanesa@asti.dost.gov.ph) and [rannieloise.rubillos@asti.dost.gov.ph](mailto:rannieloise.rubillos@asti.dost.gov.ph) cc: [ca-reers@asti.dost.gov.ph](mailto:ca-reers@asti.dost.gov.ph) along with the following:
  - Updated Personal Data Sheet;
  - Updated Curriculum Vitae;
  - Diploma and TOR;
  - Certificate/s of employment; and
  - 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.

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