



PUBLICATION OF VACANT POSITION (COS)

POSITION	:	Project Technical Assistant VI (Jr. Technology, Policy, and Sustainability Officer)
SALARY GRADE	:	SG 15
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Solutions and Services Engineering Division (SSED)
Education	:	Bachelor's/College Degree in a related field e.g., Project Management, Business Administration, Computer Science, Information Technology, Information System, Development Communication Studies, or equivalent
Experience	:	at least one (1) year relevant experience
Training	:	four (4) hours of relevant training
Eligibility	:	None Required
Other Requirements	:	<ul style="list-style-type: none">• Experience in stakeholder coordination, public-private partnerships, and multi-sectoral collaboration.• Proficient in strategic communications and documentation.• Knowledge in government procurement, compliance, budget management, and risk management.

RESPONSIBILITIES:

Under general supervision and direction, he/she shall perform the following:

- Assist the Project Leader and the Senior Officer in formulating the sustainability plan for the continuity of the project, policy recommendations, and potential application of the developed technologies in other fields.
- Assist the Project Leader and the Senior Officer in work activities and preparations of fieldwork documentations, coordination with community partners, stakeholders, and project team members.
- Assist the Project Leader and the Senior Officer in identifying and determining key partners, managing stakeholder relationships and expectations.
- Assist the Project Leader, Senior Officer, and Team Members in the creation of written technical communications, such as, but not limited to, technical reports, technical manuals, technical documentation and/or any relevant documents. Additionally, assist in preparing reports mandated by DOST or oversight agencies as necessary for the project.
- Assist in creating and maintaining a structured filing system for project-related documents and managing a comprehensive database of contact information for partners and suppliers involved in the project.
- Assist in the coordination of project-related activities, meetings, and events.
- Perform other tasks and duties as may be required by the project and the Institute.

APPLICATION:

Interested applicants should submit a **letter of intent** addressed to **ENGR. ALVIN E. RETAMAR**, Solutions and Services Engineering Division, Division Chief. Applicants must submit their letter at ning@asti.dost.gov.ph and johnchris.kwong@asti.dost.gov.ph cc: careers@asti.dost.gov.ph along with the following:

1. Updated Personal Data Sheet
2. Updated CV
3. Diploma and TOR
4. Certificate/s of Employment
5. Training certificate/s

APPLICATION DEADLINE: 1 March 2025

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