



PUBLICATION OF VACANT POSITION
(Project-Based)

POSITION	:	Project Technical Specialist III (System Administrator)
SALARY GRADE	:	SG 18
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Solutions and Services Engineering Division (SSED)
JOB QUALIFICATION	:	
Education	:	Bachelor's/College Degree in a related field e.g., Electronics Engineering, Computer Engineering, Computer Science, Information Technology, Information Systems, or equivalent
Experience	:	At least two (2) years of relevant experience
Training	:	Eight (8) hours of relevant training
Eligibility	:	None required
Other Requirements	:	<ul style="list-style-type: none">• Proficiency in Managing Windows and Linux Servers• Proficiency with Scripting and Automation using PowerShell, Bash, or Python• Knowledge in Firewalls, IDS/IPS, and Endpoint Protection• Knowledge in Group Policy and Access Control

RESPONSIBILITIES:

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

- assist the Project Leader and Technical Leads in installing, configuring, and maintaining servers, workstations, and network devices;
- assist the Project Leader and Technical Leads in performing regular system monitoring, patching, and performance tuning of the Data Lakehouse;
- maintain system backups and disaster recovery procedures;
- monitor uptime, disk space, and system resource usage across Data Lakehouse Infrastructure;
- enforce identity and access management policies and privilege principles;
- conduct regular vulnerability scans and coordinate patching/remediation;
- develop, test, and deploy using the developed Lakehouse infrastructure;
- contribute in the preparation, writing, and maintenance of technical documentation;
- work closely with fellow technical leads, project managers, and project leaders to discuss the project's status, requirements, plans, concerns, issues, and other relevant matters;
- coordinate on project-related activities, meetings, and events; and
- perform other tasks and duties as may be required by the project and the Institute.

APPLICATION:

1. Accomplish the Application Form through this link: <https://forms.office.com/r/bfrH4LxDUJ>
2. Interested applicants should submit a **letter of intent** addressed to **ENGR. ALVIN E. RETAMAR**, Solutions and Services Engineering Division, Division Chief. Applicants strictly must submit their letter with the subject line "[GATES P2] Position – Last Name, First Name at ning@asti.dost.gov.ph and johnchris.kwong@asti.dost.gov.ph cc: careers@asti.dost.gov.ph and chelsearica.abellana@asti.dost.gov.ph along with the following:
 1. Updated Personal Data Sheet;

2. Diploma and TOR;
3. Certificate/s of employment; and
4. Training certificate/s.

APPLICATION DEADLINE: 15 July 2025

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.

-----*******Nothing Follows*******-----