



**PUBLICATION OF VACANT POSITION (COS)**

<b>POSITION</b>	:	Project Technical Specialist IV (Sr. Technology, Policy, and Sustainability Officer)
<b>SALARY GRADE</b>	:	SG 19
<b>NO. OF POSITIONS AVAILABLE</b>	:	1
<b>LOCATION</b>	:	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 two (2) years relevant experience
Training	:	eight (8) hours of relevant training
Eligibility	:	None Required
Other Requirements	:	<ul style="list-style-type: none"><li>• Strong experience in managing project(s) as project manager.</li><li>• Proficient in risk management, including creating and maintaining project risk registers.</li><li>• Skilled in managing internal teams, coordinating with external stakeholders, and delivering projects on time.</li></ul>

**RESPONSIBILITIES:**

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

- Assist the Project Leader 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 in work activities and preparations of fieldwork documentations, coordination with community partners, stakeholders, and project team members.
- Assist the Project Leader in identifying and determining key partners, managing stakeholder relationships and expectations.
- Assist the Project Leader 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.
- Creating and managing a risk register for the project to be managed, continuously updating and maintaining it as needed to track and address potential risks.
- Drafting contracts or agreements pertaining to the project's deliverables.
- Work closely with the Project Leader and Technical Leader to discuss the project's status, requirements, plans, concerns, issues, and other relevant matters.
- 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](mailto:ning@asti.dost.gov.ph) and [johnchris.kwong@asti.dost.gov.ph](mailto:johnchris.kwong@asti.dost.gov.ph) cc: [careers@asti.dost.gov.ph](mailto: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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