



**PUBLICATION OF VACANT POSITION (Contract of Service)**

- POSITION** : Project Administrative Assistant III
- SALARY GRADE** : SG 12
- NO. OF POSITIONS AVAILABLE** : 1
- LOCATION** : Research and Development Division
- JOB QUALIFICATION**
- Education : Bachelor's degree in business administration, Communications, Public Administration, or related field
- Experience : Relevant experience in administrative or project support roles, preferably in government or ICT-related projects
- Training : None Required
- Competencies :
  - A. Core Competency
    - Delivering Excellent and Professional Services (Advanced)
    - Exemplifying Integrity (Advanced)
    - Problem Solving and Decision Making (Advanced)
    - Teamwork (Advanced)
  - B. Soft Skills
    - Organizational Skills: Ability to manage multiple tasks and prioritize effectively.
    - Attention to Detail: High Accuracy in documentation and compliance.
    - Communication Skills: Clear written and verbal communication in English and Filipino
    - Productivity Tools Proficiency: Skilled in MS Office Suite (Word, Excel, PowerPoint), email systems, and virtual meeting platforms.
    - Problem-Solving: Ability to anticipate administrative issues and propose solutions.
    - Interpersonal Skills: Professional demeanor when dealing with diverse stakeholders.
- Other Requirements :
  - Familiarity with procurement and financial processes in government projects is an advantage.
  - Experience in supporting multi-stakeholder initiatives is an advantage.
  - Adaptability, confidentiality, and ability to work under pressure.
  - Ability to meet deadlines.
  - Strong communication and collaboration abilities.
  - Must be willing to work in Quezon City.

**RESPONSIBILITIES:**

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

- Administrative Support
  - Manage schedules, meetings, and workshops, including logistics and documentation.
  - Prepare official correspondence, memos, and communication materials.
- Documentation and Reporting



- Assist in compiling project reports, presentations, and technical documentation.
- Maintain organized filing systems (digital and physical) for project records.
- Track deliverables and deadlines based on the Consultant's work plan.
- Financial and Procurement Assistance
  - Support preparation of budget monitoring sheets and expense tracking.
  - Coordinate procurement requests and ensure compliance with financial protocols.
- Stakeholder Coordination
  - Facilitate communication between internal teams and external stakeholders.
  - Prepare meeting minutes and follow-up action trackers.
- Data and Information Management
  - Collect, organize, and validate project-related data.
  - Ensure confidentiality and security of sensitive information.
- Logistical Support
  - Arrange travel, accommodations, and venue bookings for project activities.
  - Handle reproduction of materials and supplies needed for consultations.
  - Coordinate with DOST PMO on project-related activities.
  - Perform any other project-related task that may be assigned.

**APPLICATION:**

Interested applicants should submit a **letter of intent** addressed to **Ms. Jelina Tanya H. Tetangco**, Research and Development Division's, Supervising Science Research Specialist. Applicants must submit their letter at [careers@asti.dost.gov.ph](mailto:careers@asti.dost.gov.ph) along with the following:

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

**APPLICATION DEADLINE:** 07 June 2026

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