Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

PUBLICATION OF VACANT POSITION (Project-Based)

POSITION	:	Project Administrative Officer I (Project Manager)
SALARY GRADE	:	SG 16
NO. OF POSITIONS AVAILABLE	:	1
DIVISION	:	Research and Development Division
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 in managing technical teams is definitely a plus.
Experience	:	At least one (1) year relevant experience
Training	:	At least four (4) hours relevant training
Eligibility	:	None required
Other Requirements	:	- Wide knowledge in the field of electronics and ICT, including emerging tech like AI - Strong adaptability to changing project requirements and problem-solving abilities. - Knowledge and experience in government processes such as procurement, etc. (RA 9184 and RA 12009) - Proficient in aspects of project management using tools and methodologies (e.g., Gantt charts, task tracking software). - Proficiency in writing technical reports, articles, etc. - Excellent communication and coordination skills - Self-motivated, detail-oriented, and capable of managing multiple priorities with minimal supervision. - Willing to work onsite or in Quezon City as needed.

RESPONSIBILITIES:

- Work under the Project Leader in performing administrative duties
- Communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
- Monitor the Workplan, Line-Item budget (LIB), and expected outputs/deliverables of the project; while managing timelines, budgets, and resources
- Use project management tools to keep track of people and monitor overall progress
- Facilitate the recruitment and onboarding of project team members when necessary, as approved by the Project Leader
- Report to the Project Leader about the status of the project implementation and issues arising and propose solutions as necessary
- Maintain effective communication with external stakeholders, funding agencies, and partner organizations to provide updates and address concerns, especially with agreements
- Prepare and deliver comprehensive reports, presentations, and project documentation to stakeholders.
- Organize events and other activities (e.g., exhibits, meetings, workshops/trainings) necessary in the implementation of the project;
- Perform other tasks as instructed by the Project Leader to achieve project objectives.

APPLICATION:

Interested applicants should submit a **letter of intent** addressed to **Ramon Vann Cleff B. Raro, Senior Science Research Specialist, ramonvanncleff.raro@asti.dost.gov.ph , cc: hr@asti.dost.gov.ph,** along with the following:

1. Updated CV;
2. Updated Personal Data Sheet;
3. Diploma and TOR; and
4. Training certificates.

APPLICATION DEADLINE: June 23, 2025, 11:59 PM (UTC+8:00)