



PUBLICATION OF VACANT POSITION (Project Staff)

POSITION	:	Project Administrative Assistant I
SALARY GRADE	:	SG 10
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Computer Software Division
JOB QUALIFICATION	:	N/A
Education	:	Bachelor's Degree preferably in Business and Financial Management, Economics, Communication Development, or Social Science or any related program
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required
Other Requirements	:	<ul style="list-style-type: none">• Excellent in written and oral communication• Good in file and record management• Computer literate• Preferably experienced with government processes including accounting, procurement, and inventory; Familiarity with DOST-Funded research projects• Must be able to work well with a team, adaptable to circumstances, fast learner, and self-motivated• Can work with minimal supervision• Knowledge in government procurement procedures is an advantage• Must be willing to work in Quezon City

RESPONSIBILITIES:

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

- Extends secretariat support in the R&D initiative's activities
- Assist and facilitate office-related clerical works (i.e. encoding, photocopying, communication work, etc.)
- Prepare simple and routinary office correspondence such as transmittal letters, and notes
- Preparation of pertinent and required documentation for government accounting, procurement, and inventory of supplies as required from the R&D initiative
- Assists in the preparation of canvass, procurement, and financial aspects of the R&D initiative
- Ensures that recording of disbursement vis-à-vis approved line-item budget is always updated
- Provides general administrative support services
- Assist in other related tasks and participate in events of the R&D initiative
- Perform other tasks and duties that may be assigned from time to time by the HTC
- Report to work on time

APPLICATION:

Interested applicants should submit a **letter of intent** addressed to **Ms. JOANNA G. SYJUCO**, Computer Software Division's Division Chief. Applicants must submit their letter at daphne.padilla@asti.dost.gov.ph cc: trishamae.lopena@asti.dost.gov.ph and hr@asti.dost.gov.ph along with the following:

Updated Personal Data Sheet;
Updated CV;
Diploma and TOR; and
Training certificate/s (if applicable).

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