PUBLICATION OF VACANT POSITION
Institutional Contract of Service (Manpower Agency)

POSITION	:	Project Technical Specialist III (Lakehouse - Sr. System Administrator)
SALARY GRADE	:	18
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI/ Quezon City
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	:	Two (2) years of relevant experience
Training	:	At least 8 hours relevant training
Eligibility	:	None required
Other Requirements	:	

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

- assist the project leader and/or technical leads in installing, configuring, and maintaining servers, workstations, network gateways, and computing infrastructure driving the Data Lakehouse;
- assist the project leader and/or 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 least privilege principles;
- conduct regular vulnerability scans and coordinate patching and remediation;
- support the testing and deployment of applications on the Lakehouse infrastructure by ensuring environmental stability and configuration readiness;
- coordinate with ASTI network and infrastructure teams on system access, resource provisioning, and incident escalation;
- 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.

Postal Address : DOST-ASTI Bldg., UP Technology Park Complex
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Award Level 1 (2024)
TÜVRheinland CERTIFIED
Management System ISO 9001:2015
www.tuv.com ID 9000037408

APPLICATION: **DOST-ASTI - ICOS Application Form (GATES Project) – Fill out form**

1. Accomplish the Application Form through this link:
2. Interested applicants should submit a letter of intent addressed to ALVIN E. RETAMAR, Chief Science Research Specialist of Solutions and Services Engineering Division, to gatesmanagement@asti.dost.gov.ph, & careers@asti.dost.gov.ph with a copy furnished to Please use the subject line format: [GATES] <position> | LN, FN (e.g., [GATES] Project Technical Specialist III | Dela Cruz, Juan). Applicants must also submit the following:

1. Updated Personal Data Sheet;
2. Diploma and TOR;
3. Certificate/s of employment; and
4. Training certificate/s.

APPLICATION DEADLINE: 02 November 2026

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*****----------**

Bachelor's/College Degree in a related field e.g., Electronics Engineering, Computer Engineering, Computer Science, Information Technology, Information Systems, or equivalent