# PUBLICATION OF VACANT POSITION
## (Project-Based)

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| **POSITION** | : | Project Administrative Officer I |
| **SALARY GRADE** | : | SG 16 |
| **NO. OF POSITIONS AVAILABLE** | : | One (1) |
| **LOCATION** | : | Computer Software Division |
| **JOB QUALIFICATION** | : | N/A |
| Education | : | Bachelor's degree relevant to the job with coursework or practical exposure in process documentation, or system workflows. Experience in Artificial Intelligence, or Software Engineering is an advantage. |
| Experience | : | At least one (1) year of relevant experience in administrative coordination, project operations, requirements elicitation, or digital/technical systems support (experience in government R&D projects or technology procurement is an advantage). |
| Training | : | At least four (4) hours relevant training in software development, project management, or systems analysis. |
| Eligibility | : | None Required |
| Other Requirements | : | • Familiarity with modern AI concepts, including LLMs, generative AI, RAG, AI agents, is a strong advantage.<br>• Familiarity with project tracking tools and software development lifecycles is an advantage.<br>• Strong analytical and problem-solving skills with the ability to translate complex business needs into structured requirements and practical solutions.<br>• Excellent verbal and written communication skills to effectively convey technical and non-technical information to diverse audiences.<br>• Collaborative mindset with proven ability to work cross-functionally with developers, engineers, designers, and stakeholders.<br>• High adaptability and learning agility, especially in dynamic environments involving emerging AI technologies.<br>• Strong attention to detail to ensure accuracy in documentation, design artifacts, and requirement specifications.<br>• Strong organizational and time-management skills to handle multiple priorities and meet project deadlines.<br>• Must be willing to work in Quezon City |

**RESPONSIBILITIES:**

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

- Facilitate stakeholder consultations to gather business and user needs; document system requirements, functional specifications, user stories, and acceptance criteria.
- Facilitate coordination between project stakeholders and technical/AI engineers regarding system workflows, tool integrations, and operational requirements.
- Coordinate the development and maintenance of evaluation scenarios, test cases, datasets, acceptance thresholds, and testing documentation.
- Ensure responsible AI considerations (data privacy, security, reliability, and safety protocols) are integrated into project requirement documentation and compliance standards.
- Coordinate the preparation of wireframes and prototype mockups (using tools such as Figma) to support system design visualization and stakeholder review.
- Facilitate sprint planning sessions, agile ceremonies, and project alignment meetings; ensure requirements are documented, prioritized, and tracked.
- Develop and maintain comprehensive project documentation, including process flow diagrams, system requirements specifications, user guides, and administrative progress reports.

**APPLICATION:**

1. Accomplish the Application Form through this link: DOST-ASTI Application Form PROPEL (RDD) - ICOS – Fill out form

2. Interested applicants should submit a letter of intent addressed to **Ms. JOANNA G. SYJUCO**, Computer Software Division, Division Chief, elmer@asti.dost.gov.ph, cc: vanesa@asti.dost.gov.ph; alexandra.solidum@asti.dost.gov.ph; and careers@asti.dost.gov.ph along with the following:

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

**APPLICATION DEADLINE:** 19 October 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. 10173 (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*****----------**