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

POSITION	:	Project Technical Assistant IV (Supply Chain Engineer)
SALARY GRADE	:	13
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI/ Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's/College Degree in a related field, such as Project Management, Business Administration, Industrial Engineering, Computer Science, Information Technology, Information Systems, Development Communication, or equivalent.
Experience	:	None required but experience in managing technical teams is an advantage
Training	:	None required
Eligibility	:	None required
Other Requirements	:	

RESPONSIBILITIES:

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

- Work under the supervision of the Project Leader in carrying out technical and administrative function;
- Perform project procurement-related processes, including procurement planning, canvassing, request for quotations, market scoping, technical evaluation of project requirements, preparation of purchase requests, and other related activities;
- Monitor, manage, and update Line-Item budget (LIB), coordinating closely with the agency's administrative units;
- Utilize and maintain necessary tools, applications, databases, and monitoring systems in performing procurement- and finance-related activities;
- Report to the Project Leader regarding procurement and budgetary matters, including issues arising and proposing solutions as necessary;
- Coordinate with technical teams, external stakeholders, funding agencies, partner organizations, and suppliers to ensure compliance with project specifications, operational requirements, and budgetary concerns;
- Prepare and deliver comprehensive reports, presentations, and project documentation related to the role;
- Organize meetings or communications related to procurement and budgetary concerns;
- Perform other tasks as instructed by the Project Leader to achieve project deliverables.

Postal Address : DOST-ASTI Bldg., UP Technology Park Complex
C.P. Garcia Avenue, Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Tel. Nos : +63 2 8249 8500
+63 2 8426 9755
Email : info@asti.dost.gov.ph

Award Level 1 (2024)
TÜVRheinland CERTIFIED
Management System
ISO 9001:2015
www.tuv.com
ID 9000037408

APPLICATION:

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

2. Interested applicants should submit a letter of intent addressed to Mr. Peter Antonio B. Banzon, Chief, Research and Development Division through ramonvanncleff.raro@asti.dost.gov.ph, careers.steer@asti.dost.gov.ph cc: careers@asti.dost.gov.ph along with the following requirements with subject line: DOST ASTI – Job Application – Position Title – LN, FN, MN:

- Updated Personal Data Sheet;
- Diploma and TOR;
- Certificate/s of employment; and
- Training certificate/s.

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.