



ANNOUNCEMENT OF VACANCY

The Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD), attached to the Department of Science and Technology, and mandated to serve as the central agency in the formulation of policies, plans, and programs as well as in the implementation of strategies in the industry, energy, and emerging technology sectors through the following programs: Support for Research and Development; Human Resource and Institution Development; S&T Information Dissemination and Promotion; Support for Technology Transfer and Commercialization; and Policy Development and Advocacy, is in need of:

DEPUTY EXECUTIVE DIRECTOR III (PCIEERDB-DED3-1-2010, SG 27-1)

Brief functions of the position:

- Assists the Executive Director in the formulation, recommendation to the Council and implementation of approved policies, plans, programs and projects, rules and regulations as needed for the effective functioning of the secretariat;
- Assists the Executive Director in harnessing resources made available to, or at the disposal of the PCIEERD; establishes standard operating procedures; plans, programs, directs, coordinates and controls the operational and administrative activities of the Council secretariat with the possible combination of effectiveness, efficiency and economy;
- Assists the Executive Director in promoting and maintaining a close coordination between government and private sectors engaged in Research and Development/Technology Development Services activities;
- Approves/signs vouchers, checks, purchase orders, contracts and other documents according to approved authority schedule;
- Attends local and foreign conferences, meetings and seminars; negotiate and work out technical assistance programs from developed countries in the different specialized fields within the sector served;
- Performs the duties of an Executive Director in his/her absence;
- Performs such other related duties as pertains to the office of the Deputy Executive Director and those that may be assigned to him by the Executive Director/ Council.

CSC Qualification Requirements:

- Education: Bachelor's Degree
- Experience: 3 years of supervisory experience
- Training: None required
- Eligibility: Career Service Executive Eligibility (CSEE)/Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply for eligibility within one year from assumption to duty.

Additional requirements:

- With advanced competencies on building collaborative, inclusive working relationships; managing performance and coaching for results; thinking strategically and creatively; creating and nurturing a high performance organization and advanced competency on leading change;
- Preferably a degree in engineering or any basic or applied science; Master's degree or Certificate in Leadership and Management from CSC; a Ph.D degree is an advantage;
- Preferably with At least 5 years supervisory/management experience;
- Preferably with 120 hours of supervisory/management learning and development intervention undertaken within the last five years
- Preferably with a with experience in administrative, technical or professional work which has provided a general background for the position, which must have shown successful performance of managerial responsibilities
- Preferably with experience in an organization/institution engaged in research and development/and/or technology development services.

Compensation Package:

Monthly salary at SG 27-1; Representation Allowance, PERA and Additional Compensation, and other allowable benefits such as those provided under the Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel in



Government (RA 8439)

Note:

PCIEERD encourages all interested and qualified applicants including Persons with Disability (PWD) and members of the Indigenous communities irrespective of sexual orientation and gender identify to apply for the abovementioned vacant position.

Documents to be submitted together with the application letter:

- Personal Data Sheet (CS Form No. 212, revised 2017)
- Updated service record for those who served in government
- 2" x 2" ID photo (2 pcs)
- 3 character references
- Applicant's plans and program for PCIEERD as Executive Deputy Director (at most 500 words)
- Supporting documents such as certified copy of training certificates, awards received, documentation of accomplishments, and other.

*Short-listed applicants shall be required to undergo psychological exam prior to the interview. The chosen applicant shall be required to submit clearances from NBI, Civil Service Commission, Ombudsman, and Sandiganbayan.

Please address applications to:

DR. ROWENA CRISTINA L. GUEVARA
Undersecretary for R&D, DOST and
Chair, Search Committee

Applications to be sent to this address:

Philippine Council for Industry, Energy and Emerging Technology Research and
Development (PCIEERD)
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: hr@pcieerd.dost.gov.ph

Deadline for submission of applications: January 08, 2021