

Republic of the Philippines  
**PHILIPPINE NUCLEAR RESEARCH INSTITUTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE NUCLEAR RESEARCH INSTITUTE in the CSC website:

**MA. NADIA D. ESTARIS**

Date: 24-Jan-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SCIENCE RESEARCH SPECIALIST II	PNRIB-SRAS2-3-2010	16	39,672	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Bachelor's degree in marketing, business administration, accounting, finance or another related field</li> <li>2. At least 2 years of experience in industry OR business-related fields.</li> <li>3. Preferably with at least 16-hour relevant training in Intellectual Property (IP) and Basic Entrepreneurship or Business related trainings.</li> <li>4. Preferably with at least 2 years of experience in project management.</li> <li>5. Experience in market and technology evaluation is an advantage.</li> <li>6. Experience in event moderation, presentation, and event management is an advantage.</li> <li>7. Analytical thinker and systematic worker.</li> <li>8. Possesses good writing and communication skills.</li> <li>9. Knowledgeable in presentation preparations, spreadsheets, databases, data mining; and</li> <li>10. Knowledge of relevant laws such as RA 10055, RA 11337 and other technology-related laws.</li> </ol>	Business Development Section/ Technology Diffusion Division
2	SCIENCE RESEARCH SPECIALIST II	PNRIB-SRAS2-18-1998	16	39,672	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Preferably graduate of BS Electrical Engineering Preferably, Registered Electrical Engineer</p> <ul style="list-style-type: none"> <li>• Has the ability to perform the following: <ol style="list-style-type: none"> <li>a. read civil, mechanical, electrical and plumbing plans</li> <li>b. write operational and safety procedures</li> <li>c. troubleshooting of electrical installation</li> <li>d. install electrical devices and materials</li> <li>e. design and build a control system for motors and pumps</li> </ol> </li> <li>• Has the ability to understand a technical operational manual.</li> </ul>	Irradiation Services Section/ Nuclear Services Division

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3	SCIENCE RESEARCH ANALYST	PNRIB-SRAN-11-1998	11	27,000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Comprehension of engineering design concepts, aspects, parameters and requirements.</li> <li>2. Ability to prepare all the necessary drawings and details of the design.</li> <li>3. Knowledgeable on basic computer operation and software applications.</li> <li>4. Ability to perform best engineering and standard practices/workmanship.</li> <li>5. Ability to write technical reports, manuals etc and other communications.</li> <li>6. Licensed Electrical Engineer</li> </ol>	Engineering Services Section/ Nuclear Services Division
4	SCIENCE RESEARCH ANALYST	PNRIB-SRAN-5-1998	11	27,000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<p>Preferably graduate of BS Mechanical Engineering  Preferably, Registered Mechanical Engineer  Knowledgeable in the principles of radiation processing  Knowledgeable in pneumatic systems  Knowledgeable in troubleshooting motors and cylinders  Knowledgeable in maintaining ISO 9001:2015 quality management system</p>	Irradiation Services Section/ Nuclear Services Division
5	SCIENCE RESEARCH ASSISTANT	PNRIB-SRAS-16-1998	9	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	<p>Research Skills:  • Strong research skills, including the ability to conduct literature reviews, and analyze data.</p> <p>Computer Skills:  • Proficiency in using computer software for word processing, data analysis, and presentations.</p> <p>Administrative Skills:  • Proficiency in administrative tasks such as scheduling, record-keeping, and managing research-related documentation.</p> <p>Organizational Skills:  •Excellent organizational skills to manage multiple tasks, prioritize work, and meet deadlines.</p>	Applied Physics Research Section/ Atomic Research Division

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6	ADMINISTRATIVE AIDE VI	PNRIB-ADA6-11-2004	6	17,553	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	1. With experience in scheduling and dispatching of vehicles 2. With experience in monitoring and scheduling of preventive maintenance of vehicles. 3. With experience as liaison officer for renewal of Insurance and LTO registration of the vehicle. 4. With experience in computation of mileage. 5. With experience in communications and coordinating with suppliers for repair of vehicles. 6. With experience in preparation of purchase request, disbursement voucher and other financial reports in motorpool. 7. With experience in preparation of documents of vehicle for insurance and LTO registration. 8. With good communication skills. 9. With experience in preparation of gas consumption, RFID monitoring report.	General Services Section/ Finance and Administrative Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 5, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

**MA. NADIA D. ESTARIS**  
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 Administrative Officer V  
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 Commonwealth Ave. Diliman, Quezon City  
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[personnel@pnri.dost.gov.ph](mailto:personnel@pnri.dost.gov.ph)  
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PNRI 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 positions.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**