

Republic of the Philippines
PHILIPPINE NUCLEAR RESEACH INSTITUTE
 Commonwealth Ave. Diliman, Quezon City
ANNOUCEMENT OF VACANT POSITION
Contract of Service

Date of posting: JUN 04 2025

| POSITION | SECTION/ DIVISION | EDUCATION | EXPERIENCE | TRAINING | PREFERRED QUALIFICATIONS | JOB DESCRIPTION | DEADLINE |
|---|---|---|---|---|---|--|------------|
| (1) PROJECT Administrative Aide VI (Contract of Service) | Chemistry Research Section/ Atomic Research Division | Completion of (2) two years studies in college | For New graduates: None required For those with previous employment: one (1) relevant experience | For New graduates None required For those with previous employment: four (4) hours relevant training | <ul style="list-style-type: none"> • Knowledgeable in procurement and financial processes • Good communication and organizational skills • Proficient in MS Office (Excel, Word, PowerPoint, etc.) • Fit to carry out tasks enumerated in the job description | <ul style="list-style-type: none"> • Process procurement requests in aid to the technical components' activities and functions. • Monitor the flow of finances of the project, liquidate project expenses, review, generate, and update financial reports. • Ensure the timely processing of honoraria and salaries of project staff. • Assist in monitoring project deliverables discussed during meetings. • Carry out other administrative tasks necessary to meet project deliverables. | 14-June-25 |

Interested and qualified applicant should signify their interest in writing. Attached the following document to the application letter and send to the address below not later than

JUN 14 2025

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;
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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



JOHN PAOLO L. LAZARTE, MS ChE

Project Leader