



Republic of the Philippines
Department of Science and Technology



ISO 9001

PHILIPPINE NUCLEAR RESEARCH INSTITUTE

NOTICE OF VACANCY

Notice is hereby given that the Administrative Officer II (SG- 11), Item Nos. PNRIB-ADOF2-3-2004 position of the Budget Section to be assigned at the Office of the Chief, Finance and Administrative Division is vacant and needs to be filled up immediately.

Qualification Requirements:

EDUCATION Bachelor's degree relevant to the job.

RELEVANT TRAINING None required

WORK EXPERIENCE None required

ELIGIBILITY CS Professional; RA1080

COMPETENCIES

- Comprehension on and appropriate application of government financial and administrative policies, rules, regulations, and guidelines
- Comprehension on construction activities, RA 9184, and its appropriate application to procurement process.
- Has the ability to prepare report, communication, and minutes of meeting.
- Has the ability to establish and maintain linkages with other government and non-government agencies.
- Has the ability to cooperate well with other team members at all levels and to maintain a positive and productive atmosphere.

Brief Description of Duties and Responsibilities:

Provides support and assistance in all phases of works/activities at the Office of the Chief, Finance and Administrative Division.

Documentary Requirements:

1. Application Letter
2. Accomplished CS Form 212
3. Transcript of Records/Certificates
4. Diploma
5. Training Certificates
6. Awards

Address: Commonwealth Avenue, Diliman, Quezon City
PO Box 213 UP Quezon City | PO Box 932 Manila | PO Box 1314 Central, Quezon City
Telephone (632) 929-60-10 to 19 | Fax (632) 920-16-46

Please forward all applications to:

ALICIA F. LAGUNZAD

Head, Human Resource Management and Records and Communications
Section

2F, NART Building, Philippine Nuclear Research Institute, Commonwealth
Ave., Diliman, Quezon City

Deadline for submission of applications is on or before OCT 05 2018.