



Republic of the Philippines
Department of Science and Technology



PHILIPPINE NUCLEAR RESEARCH INSTITUTE

NOTICE OF VACANCY

Notice is hereby given that the Chief Administrative Officer (SG-24), position with Item Nos. PNRIB-CADOF-5-2004, Finance and Administrative Division is vacant and needs to be filled up immediately.

Qualification Requirements:

EDUCATION	Master's Degree
RELEVANT TRAINING	24 hours of training in management and supervision
WORK EXPERIENCE	4 years in position/s involving management and supervision
ELIGIBILITY	CS Professional; RA1080
COMPETENCIES	<ul style="list-style-type: none">➤ Has the ability to give direction and lead the Division to attain its functions/objectives➤ Comprehension in government accounting, budgeting, cash management, general services, human resource management and property management➤ Has the ability to provide moral support and appreciate the collective effort of subordinates in the performance of the Division's functions.➤ Training on Radiation Safety which must be completed within one year upon appointment.

Brief Description of Duties and Responsibilities:

Directs, supervises and establishes the provision of all administrative, financial and auxiliary services of the Institute.

Documentary Requirements:

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

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 DEC 10 2018.