



Republic of the Philippines
Department of Science and Technology



PHILIPPINE NUCLEAR RESEARCH INSTITUTE

NOTICE OF VACANCY

Notice is hereby given that the Construction and Maintenance Foreman (SG-8), position with Item Nos. PNRIB-CMF-1-1998, General Services Section, to be assigned at the Finance and Administrative Division is vacant and needs to be filled up immediately.

Qualification Requirements:

EDUCATION	High school graduate (preferably with completed TESDA/technical vocational course)
RELEVANT TRAINING	Four (4) hours of relevant training
WORK EXPERIENCE	One (1) year of relevant experience
ELIGIBILITY	MC 11, s. 96 – Cat III
COMPETENCIES	<ul style="list-style-type: none">• Comprehension on government administrative and financial laws, rules, regulations, policies and guidelines• Has the ability to draft/prepare building plans/sketches and detailed cost estimates• Has the ability to identify defects of buildings and provide appropriate repair action• Has the ability to prepare status report of on-going infrastructure projects• Has the ability to cooperate with other team members of all levels to maintain a positive and productive work atmosphere

Brief Description of Duties and Responsibilities:

Under direct supervision, assists the PNRI Construction Committee in the preparation of plans, technical specifications and cost estimates; Also provides support to the GSS in minor repair jobs.

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 OCT 05 2018

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