



ANNOUNCEMENT OF VACANT POSITIONS

The **DOST- Food and Nutrition Research Institute (DOST-FNRI)** is in need of highly competent staff, with high potential to occupy the following vacant position/s:

I. NUTRITION AND FOOD RESEARCH AND DEVELOPMENT DIVISION

1. One (1) Science Research Specialist II

Salary Grade: 16

Basic Salary: Php 39, 672.00/ month

Item No.: FNRIB-SRAS2-13-1998

Minimum Qualification Requirements:		
Education	:	Bachelor's degree relevant to the job
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service (Professional) / Second-Level Eligibility

Preferred Qualifications/ Attributes:

- Bachelor's degree preferably in Chemistry, Biochemistry, or Medical Technology
- Must be a licensed chemist/medical technologist with experience in molecular laboratory
- Relevant training in laboratory instrumentation, ISO 17025/9001, research methods, statistical analyses, and basic computer operations
- With at least two (2) published articles as first or second author
- Above average technical writing and communication skills

Brief functions of the position:

- Under the supervision of the unit head, supervises the work of a small group of researchers and technicians engaged in research activities;
- Prepares research proposals, technical reports, and other materials for publications on nutritional genomics and other omics technologies related to nutrition;
- Conducts approved research and/or studies under a project;
- Tests and/or proposes new techniques, and procedures for research/studies; Analyzes results of research and/or studies under a project;
- Acts as trainer of new researchers and technicians for a research project; and Performs related work and other duties assigned by the supervisor

2. One Science Research Specialist I

Salary Grade: 13

Basic Salary: Php 31, 320.00/ month

Item No.: FNRIB-SRAS1-8-1998

Minimum Qualification Requirements:		
Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Professional) / Second-Level Eligibility

Preferred Qualifications/ Attributes:

- Bachelor's degree preferably in Chemistry, or Biochemistry
- Must be a registered chemist/chemical technician with experience in a molecular laboratory With at least one (1) published article as a contributing author
- Proficient in computer software operations and familiar with statistical software package
- Has above-average verbal/written communication and interpersonal skills
- Able to work with minimum supervision

Brief functions of the position:

- Participates in the supervision of a small group of researchers and technicians engaged in research activities
- Assists in the preparation of research proposals, technical reports and other material for publications
- Assists in the conduct of research and/or studies under a project
- Assists in testing new techniques, and procedures for research/studies
- Participates in the data analysis of results of research and/or studies and
- Performs other related work and other duties assigned by the supervisor

3. One (1) Science Aide

Salary Grade: 4

Basic Salary: Php 15, 586.00/ month

Item No.: FNRIB-SCA-2-1998

(to be detailed at the Finance and Administrative Division)

Minimum Qualification Requirements:		
Education	:	Elementary School Graduate
Experience	:	None required
Training	:	None required
Eligibility	:	None required (MC 11, s. 1996 - Cat. III)

Preferred Qualifications/ Attributes:

- Preferably a graduate of Bachelor of Science in Business Management, Information Technology, or any relevant courses is an advantage.
- Preferably with knowledge and competencies in Procurement, Planning, and Supplies Management
- Effective Interpersonal Relationship
- Efficient Information Technology Skills

Brief functions of the position:

- Consolidates PPMP and prepares Purchase Requests.
- Prepares Requests for Quotation and posts to the PhilGEPS web
- Canvasses items stated in Approved Request for Quotation of Laboratory and Chemical Supplies, Laboratory Equipment, Repair of Laboratory Equipment, Printing of Reports, etc.
- Prepares Abstract of Canvass.
- Prepares and consolidates Purchase Order and ORS/BURS
- Prepares and consolidates Work Order and OBR
- Prepares exclusive dealership certificate and agency certification in case of sole distributorship.
- Issues approved Purchase Orders or Work Orders to the supplier.
- Prepares Inspection and Acceptance Report and RIS for the Billing Invoice or Sales Invoice and Disbursement Voucher of PO or WO.
- Prepares and updates the Monitoring Sheet of PO and WO and summary of PhilGEPS Posting.
- Picks up phone calls and entertains the follow-up of suppliers and end-users regarding the status of the Purchase Request, Abstract of Canvass, PO/WO approved, and other concerns.
- Assist the BAC Secretariat with Public Bidding.
- Performs related and other duties assigned by the immediate supervisor.

II. FINANCE AND ADMINISTRATIVE DIVISION**4. One (1) Administrative Aide IV (Clerk II)****Salary Grade: 4****Basic Salary: Php 15, 586.00/ month****Item No.: FNRIB-ADA4-13-2004**

Minimum Qualification Requirements:		
Education	:	Completion of two years studies in College
Experience	:	None required
Training	:	None required
Eligibility	:	Relevant MC 11, s. 1996 Career Service Sub-Professional/ First Level Eligibility)

Preferred Qualifications/ Attributes:

- Preferably a graduate of Bachelor of Science related to Management or Administration;
- With basic knowledge of Microsoft Office Applications;
- Knowledgeable in Government Accounting Manual (GAM).
- With efficient organizational skills in handling a significant amount of paperwork, scheduling, and coordination;
- Keen attention to detail;
- Trustworthy and capable of maintaining confidentiality in dealing with confidential documents;
- Can fulfill assigned tasks consistently and meet deadlines.

Brief functions of the position:

- Prepares checks and advice of checks issued and cancelled;
- Assists in the preparation of disbursement-related reports;
- Records and updates disbursement database;
- Assists in the collection of funds and deposits;
- Prepares remittance and deposit slips;
- Other administrative tasks assigned by his/her superiors.

DOST-FNRI highly encourages all interested and qualified applicants including Persons with Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply for the abovementioned vacant positions.

Qualified and interested applicants must submit the following documents not later than **January 31, 2024** :

1. Letter of application addressed to:
DIRECTOR IMELDA ANGELES-AGDEPPA, PhD
Director IV and Scientist IV
Department of Science and Technology - Food and Nutrition Research Institute,
Bicutan, Taguig City, Metro Manila

(Indicate the position applied for and the item no.)

NOTE: (DOST-FNRI Applicants who are applying for the vacant positions outside their Division, shall secure the signature of his/her Division Chief, for proper notification on their letter of application)

2. Personal Data Sheet (PDS) **(Please read carefully and follow the instructions)**
You may download PDS at this link <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
3. Accomplished Work Experience Sheet;
4. Performance Rating for the last rating
5. Photocopy of certificate of eligibility/rating/license;
6. Photocopy of Transcript of Records and Diploma

7. Photocopy of training/seminars attended/ Awards (kindly arrange it in a chronological order);
8. Photocopy of Service Record/ Certificate of Work Experience (Indicate actual duties and responsibilities; and
9. I.D. Picture (2 pcs) - passport size with name tag

In compliance with the Nationwide implementation of Alert Level System now taking effect in different regions of the country due to the COVID-19 pandemic, **QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

DIRECTOR IMELDA ANGELES-AGDEPPA, PhD

Director IV and Scientist IV

Thru

Ms. REMEA V. ESTRELLA

Human Resource Management Section

Department of Science and Technology - Food and Nutrition Research Institute

Email: dostfnri.hrms2@gmail.com or fnri.careers@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

IMELDA ANGELES-AGDEPPA, PhD
Director IV and Scientist IV

Date Posted: January 16, 2024