



## 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. NUTRITIONAL ASSESSMENT AND MONITORING DIVISION

#### 1. One (1) Senior Science Research Specialist

**Salary Grade: 19**

**Basic Salary: Php 51, 357.00/ month**

**Item No.: FNRI-SRSRS-15-1998**

Minimum Qualification Requirements:		
<b>Education</b>	:	Bachelor's degree relevant to the job
<b>Experience</b>	:	2 years of relevant experience
<b>Training</b>	:	8 hours of relevant training
<b>Eligibility</b>	:	Career Service (Professional) / Second Level Eligibility

#### Preferred Qualifications/ Attributes:

- MS/ MA/ MPH in Nutrition or Allied Fields
- With productive, professional R&D experience
- Must have a published paper in scientific journals as author or co-author
- Experience in nutritional assessment or related field surveys and/or project management
- With 24 hours of relevant training
- Must have at least two years of technical writing or related ability
- Has demonstrated written and verbal communication skills
- Proficient in MS Office programs

#### Brief functions of the position:

- Develops research proposals
- Prepares and reviews/edits technical reports and other related reports.
- Investigates the factors that influence malnutrition and collaborates with other staff/ divisions/ partners on the epidemiological studies to identify determinants/ factors of malnutrition.
- Assists in the overall planning, organizing, managing, and monitoring of the nutrition survey.
- Assists in the management of the nutrition survey budget and expenses.
- Involves in the development and updating of tools and manuals for efficient and effective assessment and monitoring of the nutrition and health status of the population.

**2. One (1) Science Research Specialist I**

**Salary Grade: 13**

**Basic Salary: Php 31, 320.00/ month**

**Item No.: FNRIB-SRAS1-21-1998**

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

**Preferred Qualifications/ Attributes:**

- Graduate of BS in Computer Engineering or Computer Science.
- Experience in Mobile App Development will be an advantage.

**Brief functions of the position:**

- Assists in the development and upgrading of data collection tools/systems;
- Assists in the preparation of proposals, system technical documentation, and user's manual;
- Participates in testing of developed systems or data collection tools;
- Participates in the supervision of a small group of information technology staff in the conduct of project activities;
- Performs other duties and related work as assigned by the supervisor.

**II. TECHNOLOGY DIFFUSION AND S&T SERVICES DIVISION**

**3. One (1) Senior Science Research Specialist**

**Salary Grade: 19**

**Basic Salary: Php 51, 357.00/ month**

**Item No.: FNRIB-SRSRS-2-1998**

To be detailed at the Nutrition and Food Research and Development Division

<b>Minimum Qualification Requirements:</b>		
<b>Education</b>	:	Bachelor's degree relevant to the job
<b>Experience</b>	:	2 years of relevant experience
<b>Training</b>	:	8 hours of relevant training
<b>Eligibility</b>	:	Career Service (Professional) / Second Level Eligibility

**Preferred Qualifications/ Attributes:**

- Preferably with a bachelor's degree in Chemistry, Biochemistry, or Food Technology.
- With MS units or MS degree in Chemistry, Biochemistry, Food Science and Food Microbiology is an advantage.

- Must be a registered chemist/microbiologist/food technologist with experience in food analysis and handling analytical instrumentation.
- With 8 hours of relevant training in food and nutrition research tools, laboratory analysis and instrumentation, and statistical analysis
- With 2 years of relevant experience in Food composition data compilation using direct and indirect methods; Development, application, and study of analytical procedures for characterizing the properties of foods and their constituents; Analytical instrumentation; and Method validation/verification
- Must have at least 2 papers published in ISI or Scopus-indexed journals as author or co-author.
- Has above-average communication and technical writing skills will also be an advantage.
- Proficient in computer software operations, statistical software packages, and MS Office will also be an advantage.

**Brief functions of the position:**

- Supervises/oversees/leads the management and implementation of research and development (R&D) projects related to food quality and food composition data using indirect and direct methods;
- Conducts approved research and/or studies under a Project;
- Evaluates and updates Philippine Food Composition Tables (FCTs), its related tools, and other materials (food data matching database and recipe calculation worksheets);
- Supervises implementation of some R&D and laboratory activities and monitors a group of researchers;
- Prepares research proposals, technical reports, accomplishment reports, and manuscripts for publication;
- Assists in prescribing, evaluating, and monitoring broad procedures and/or methods for a Project;
- Assists the Section Chief in planning, managing, and monitoring programs and projects implemented in the Section;
- Renders consultation and technical assistance services on food and nutrition;
- Serves as chair or member of technical and non-technical committees, both internal and external; and
- Performs related work and other duties assigned by the supervisor.

**4. One (1) Science Research Specialist I**

**Salary Grade: 13**

**Basic Salary: Php 31, 320.00/ month**

**Item No.: FNRIB-SRAS1-36-1998**

To be detailed at the Nutrition and Food Research and Development Division

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

**Preferred Qualifications/ Attributes:**

- Preferably with a bachelor's degree in Chemistry, Biochemistry, Food Technology, Nutrition and Dietetics.
- Must be a registered chemist/chemical technician with experience in nutrient analysis and handling analytical instrumentation.
- With relevant training in food and nutrition research tools, laboratory analysis and instrumentation, and statistical analysis will be an advantage.
- Preferably with 1-year relevant experience in Food composition data compilation using direct and indirect methods; Development, application, and study of analytical procedures for characterizing the properties of foods and their constituents; Analytical chemistry and instrumentation (ICP, HPLC, GC, etc.); and Method validation/verification
- Must have at least 1 paper published in ISI or Scopus-indexed journals as author or co-author.
- Above-average communication and technical writing skills will also be an advantage.
- Proficient in computer software operations, statistical software packages and MS Office will also be an advantage.

**Brief functions of the position:**

- Participates and performs research and activities related to food quality and generation of food composition data using indirect and direct methods;
- Conducts assigned nutrient/chemical analysis for the project.
- Assists in the evaluation and updating of Philippine Food Composition Tables (FCTs), its related tools, and other materials (food data matching database and recipe calculation worksheets);
- Assists in the implementation of some R&D and laboratory activities, conduct approved research and/or studies under a Project; and monitor of small group of researchers;
- Assists in the preparation of research proposals, technical reports, accomplishment reports, and manuscripts for publication.
- Assists in prescribing, evaluating, and monitoring broad procedures and/or methods for a Project;
- Assists the Unit Head in planning, managing, and monitoring programs and projects implemented in the Section;
- Performs related work and other duties assigned by the supervisor.

### III. FINANCE AND ADMINISTRATIVE DIVISION

#### 5. One (1) Administrative Officer IV (Budget Officer II)

**Salary Grade: 15**

**Basic Salary: Php 36, 619.00/ month**

**Item No.: FNRIB-ADOF4-7-2004**

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

#### **Preferred Qualifications/ Attributes:**

- Bachelor's degree preferably in Accountancy / Banking and Finance / Business Administration / Economics / Any relevant courses
- Must have at least 3 years of relevant experience
- Must have at least 8 hours of relevant training
- With strong interpersonal, written, and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to plan, develop, coordinate, and consolidate multiple operating budgets.
- Ability to gather data, compile information, and prepare reports
- MS Office proficient (especially in PowerPoint and Excel)

#### **Brief functions of the position:**

##### **Budget Preparation**

- Assists in the preparation, review, and evaluation of budget proposals based on formulated guidelines, budget execution documents, and accountability reports and in the submission of comparative analysis of current budget proposals vis a vis prior year's budget/ appropriation to guide the Management.
- Attends budget hearings/conferences and meetings with DBM, Senate, and House of Representatives.
- Assists in the preparation/refining the justifications for budget proposals to attain the required funds.
- Assists in the implementation of needed budget revisions based on the outcome of budget hearings.
- Assists in reviewing, computing, and preparing the special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims.
- Answers communications pertaining to budget queries.

### **Budget Execution**

- Assists in evaluating and identifying cost efficiency of various units in the utilization of budget against their work and financial plan.
- Assists in certifying the availability of allotments, monitoring and recording expenditures in appropriate registries.
- Coordinates with delivery units regarding their programs, projects, and activities (PPA) for updates and status relative to funding and expenditure.

### **Budget Accountability and Reporting**

- Assists in the preparation of the Budget Accountability Reports (BAR).
- Assists in analyzing the "Summary of Financial Reports" as to accuracy for submission to various agencies.
- Evaluates financial performance in accordance with the approved Work and Financial Plan
- Performs related work and other duties assigned by the supervisor

**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 **February 20, 2024** :

1. Letter of application addressed to:  
**ATTY. LUCIEDEN G. RAZ**  
Director III and OIC, Office of the Director  
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

**QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

**ATTY. LUCIEDEN G. RAZ**

Director III and OIC, Office of the Director

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**

**ATTY. LUCIEDEN G. RAZ**

**Director III and OIC, Office of the Director**

**Date Posted:** February 5, 2024