



ANNOUNCEMENT OF VACANT POSITION

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:

I. TECHNOLOGY DIFFUSION AND S&T SERVICES DIVISION

1. One (1) Senior Science Research Specialist

Salary Grade: 19

Basic Salary: Php 53,873.00/ month

Item No.: FNRIB-SRSRS-28-1998

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

Preferred Qualifications/ Attributes:

- Preferably a graduate of Bachelor of Science in Food Technology and Nutrition & Dietetics
- With MS or MA in said courses will be an advantage
- With NC II Certification

Brief functions of the position:

- Leads in the management and implementation of Food and Nutrition Training Unit (FNTU) activities.
- Assists in the implementation of ULearn project activities.
- Prepares and edits training designs and modules.
- Conducts trainings, customized trainings, webinars and briefing-orientations
- Promotes F& N trainings/webinars and other training services/activities
- Acts as process owner of FNTU processes enrolled in ISO 9001 2015
- Acts as resource person for trainings/webinars/briefing-orientations and media interviews
- Prepares project proposals for funding
- Prepares manuscript on food and nutrition training activities for publication
- Prepares food and nutrition media releases
- Monitors efficient utilization of funds of the project
- Performs other tasks assigned by 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 October 9, 2024:

1. Letter of application addressed to:
ATTY. LUCIEDEN G. RAZ
Deputy Director/ Director III
Officer-in-Charge, 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 period
5. Photocopy of certificate of eligibility/ Board Rating and License ID
6. Photocopy of Transcript of Records and Diploma
7. Photocopy of training/seminars attended/ Awards (kindly arrange in 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

Deputy Director/ Director III

Officer-in-Charge, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Lucieden G. Raz
ATTY. LUCIEDEN G. RAZ
Deputy Director/ Director III
Officer-in-Charge, Office of the Director

Date Posted: September 24, 2024