



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 positions:

I. NUTRITION AND FOOD RESEARCH AND DEVELOPMENT DIVISION

1. One (1) Science Research Specialist II

Salary Grade: 16

Basic Salary: Php 43, 560.00/ month

Item No.: FNRIB-SRAS2-12-1998

To be detailed at Technology Diffusion and S&T Services Division

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:

- Graduate of a Bachelor's degree in Economics, Entrepreneurship, Development Management, or other related courses;
- An MS or MA (or with units) in the said courses is an advantage;
- At least 1 published paper as author/co-author is an advantage;
- Very satisfactory to excellent written and oral communication and interpersonal skills;
- Proficient in using MS Office, file and database management systems, and other relevant applications and programs;
- Exhibits a positive work attitude, initiative, resourcefulness, a team player, and strong leadership qualities; and
- Able to work with minimum supervision.

Brief functions of the position:

- Assists the Project Leader in the implementation of project activities;
- Serves as a technology manager of DOST-FNRI food technologies: conducts coordination with clients and DOST ROs and PSTOs staff, consultative meetings, technology needs assessment, site visits, GMP audits, negotiations, monitoring and evaluation visits, and other technology transfer- related activities;
- Prepares and/or assists in the preparation of project proposals for submission to local and/or international funding agencies;
- Prepares official correspondence;
- Prepares reports and presentations;

- Assists in the filing of applications for IP protection of DOST-FNRI products, technologies, and services; digitization of IP documents; safekeeping of IP-related documents and communications;
- Assists and/or facilitates the conduct of technology audits and semester meetings with the Food Research and Development Section (FRDS)
- Prepares draft technology licensing agreements;
- Serves as a resource speaker and/or emcee during virtual and in-person technology fora, clinics, and other events;
- Assists in the promotion of products and services of the Institute, especially its technology transfer services;
- Develops messages / media releases /infobits /photonews/ scripts/ storyboards;
- Prepares and/or assists in the preparation of manuscripts for submission to local and/or international journals; and
- Performs other duties assigned by the supervisors.

II. TECHNOLOGY DIFFUSION AND S&T SERVICES DIVISION

2. One (1) Science Research Specialist II

Salary Grade: 16

Basic Salary: Php 43, 560.00/ month

Item No.: FNRIB-SRAS2-32-1998

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:

- Graduate of a Bachelor's degree in Communication and Information Studies (Development Communication, Mass Communication, Communication Research, Advertising, Digital Marketing, etc.), Nutrition, or Food Technology;
- MS or MA units in the above courses will be an advantage;
- With at least 3 years of relevant experience in science communication work, promotion, marketing, social media/communication networking, events management, communication research, and other related tasks;
- Skilled in event hosting/ as emcee-moderator; can provide voice-over in events and audio-visual presentations;
- With at least 1 published manuscript/research as Author/Co-Author;
- With relevant training in the areas of science communication, copywriting, audio-visual production, content creation, social media management, etc.
- Excellent written and oral communication, designing, conceptualization, and execution skills related to marketing of programs, projects, products, information packages and services;
- Excellent editing/proofreading skills;

- Well-versed with MS Office, production & editing software for promotion materials;
- Able to work with minimum supervision.

Brief functions of the position:

- Assists the Project Leader in the implementation of project activities;
- Serves as a co-manager of DOST-FNRI social media accounts;
- Acts as alternate to the DOST-FNRI Media Relations Officer;
- Acts as the co-focal person for S&T and F&N exhibits and fairs participation;
- Develops F&N write-ups, infobits/ news briefs, messages, scripts/storyboards, interview guides, social media contents, marketing and promotion collaterals (leaflets, flyers, brochures, posters, AVPs);
- Serves as emcee-moderator / host of events;
- Prepares concepts & reports for DOST-FNRI events (media engagements, launching, exhibits, etc.);
- Facilitates the preparation and conduct of interpersonal and social marketing and campaign initiatives;
- Leads in the conduct of marketing support strategies;
- Assists in the information resources digitalization activities;
- Conceptualizes and facilitates the training of DOST-FNRI Writers Pool and Speakers Bureau;
- Prepares science communication and promotion project proposals for funding consideration;
- Prepares and/or assists in the preparation of manuscripts for submission to local and/or international journals; and
- Performs other tasks assigned by supervisors.

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

Qualified and interested applicants must submit the following documents not later than January 7, 2025:


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 trainings/seminars attended/ Awards/ Recognition/ Speakership/ Technical Publications and other certifications (kindly arrange in chronological order)
8. Photocopy of Service Record/ Certificate of Work Experience (Indicate actual duties and responsibilities)
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.


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

Date Posted: December 27, 2024