Republic of the Philippines
PHILIPPINE NUCLEAR RESEARCH INSTITUTE
Commonwealth Ave. Diliman, Quezon City
ANNOUNCEMENT OF VACANT POSITION
Contract of Service

Date of posting: OCT 22 2025

POSITION	SECTION/DIVISION	EDUCATION	EXPERIENCE	TRAINING	PREFERRED QUALIFICATION	DUTIES & RESPOSIBILITIES	DEADLINE
Project Administrative Officer III (Contract of Service)	Business and Development Section/ Technology Diffusion Division	Bachelor's degree relevant to the Job	For those with previous employment: 2 years of relevant experience	For those with previous employment: 8 hours of relevant training	• Bachelor's degree in Business Administration, Management, or a related field • With experience in an administrative, project support, or executive assistant role is a plus • Strong professional and technical writing skill • Ability to responsibly manage confidential information • Reliable and collaborative approach teamwork • Familiarity in government framework and rules • Knowledgeable in Office Suites line Microsoft 365 and Google Workspace • Knowledgeable in Project Management software (e.g. Asana, Trello, Jira, Monday.com) and Design tools (e.g. Adobe Creative Suite, Figma, sketch and AutoCAD) • Knowledgeable in Virtual Collaboration tools meetings and workshops (e.g. Zoom, MS Teams, Slack and Miro)	• Provide comprehensive administrative support to the Program Leader • Assist in the overall management of the program by proactively following up with various teams and point persons to gather information on actionable items and project deliverables, which will be used to monitor program status and prepare comprehensive reports. • Drafts, reviews and finalizes high-quality report, communications and other documents • Facilitate both Virtual and in-persons meeting, including technical set-up and preparing agendas and minutes. • Apply your knowledge of government procurement frameworks to ensure compliance with processes and documentation • Handles other relevant tasks as assigned	01-Nov.-2025

Interested and qualified applicants should signify their interest in writing. Attached the following document to the application letter and send to the address below not later than NOV 0 1 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, revised 2025) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

EMAIL: personnel@pnri.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

GREGORY R. CIOCSON, MTM
NMRIC Project 4 Leader