

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

Date of Posting: JUL 03 2025

POSITION	SECTION/DIVISION	EDUCATION	EXPERIENCE	TRAINING	PREFERRED QUALIFICATIONS	DUTIES & RESPONSIBILITIES	DEADLINE
PROJECT TECHNICAL AIDE V (Contract of Service)	Office of the Director	Completion of 2 years studies in college	For New graduates: None required For those with previous employment: 1 year of relevant experience	For New graduates: None required For those with previous employment: 4 hours of relevant training	<ul style="list-style-type: none">• Strong organizational and time management skills• Good communications and interpersonal skills• Proficient in MS office (Excel, Word, PowerPoint etc.)• Ability to multitask and good attention details• Firm to carry out task enumerated in the duties and responsibilities	<ol style="list-style-type: none">1) Reviews, records and releases various licenses, financial and administrative documents.2) Assists during meetings, seminars, general assembly and other event hosted by the office of the director.3) Performs other duties and tasks assigned by the director.	12-July-2025

Interested and qualified applicant should signify their interest in writing. Attached the following document to the application letter and send to the address below not later than

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1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, revised 2017) 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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



CARLO A. ARCILLA, Ph.D.
Director