



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**HUMAN RESOURCE MANAGEMENT OFFICE**

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) Project Assistant II - SG 10**

**(Under Job Order Status; To be assigned at Research Office, BatStateU – Central)**

**Education:** Graduate of any 4-year degree, (Engineering, IT, Computer Science, Management or Communication degree)

**Experience:** One year experience in conduct of conferences, workshops and other related events. Experience with government procurement is an advantage.

**Expertise:** Skilled in Microsoft Office (Word, Excel and PowerPoint) Experienced in using Google Suite applications (Gmail, Google Meet) and other meeting platforms. Good English speaking skills. Proficient in writing relevant documents and management of program and activities.

**Salary Grade 10** – (137.86/hour)

**Duties and Responsibilities:**

- Facilitate, monitor, and ensure the release of the request of resources needed for the project.
- Conduct sufficient documentation of the major activities of the project.
- Attend the document project meetings with partner agencies.
- Write and publish communication materials such as technical articles, brochures, slide presentations, event materials, newsletters, reports and factsheets in clear and jargon-free language.
- Performs Other duties as assigned by the project leader.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Project Assistant II**. Submission of application is only from **March 18, 2021 to March 27, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.