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 the VIP Corals, BatStateU - Central)
   Education: BS degree in Biology, Marine Biology, or related courses in the natural sciences (with MS units preferred). Cumulative weighted average (CWAG) of 2.0 or better. Excellent writing and communication skills.
   Experience: At least two (2) years of relevant working experience.
   Expertise: Experience in financial and procurement processing in the state university and colleges highly preferred. Experience in preparing financial reports for government-funded projects.
   Salary Grade 10 – (137.86/hour)

   Duties and Responsibilities:

   - Work on the financial and procurement processes of the project
   - Provide additional support (organizational, logistical, management, etc) when needed.
   - Prepare materials for submission to granting agencies and foundations.
   - Request or acquire equipment or supplies necessary for the project.
   - Manage and respond to project - related e-mail.
   - Prepare, maintain, and update website materials.
   - Attend project meetings.
   - Prepare other articles, reports, and presentations.
   - Monitor the project budget.

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: Project Assistant II at VIP Corals.** Submission of application is only from **April 2, 2021 to April 11, 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.