



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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) Education and Partnership Officer – SG 14
(Under Job Order Status; To be assigned at the Center for Innovation in
Engineering Education, BatStateU - Central)**

Education: Graduate of BS Industrial Engineering or any related degree with knowledge of and interest in international affairs. Preferably with master's degree or units.

Experience: At least (3) years of professional experience in technical project management and/or training, preferably with inter-institutional relationship management in an academic setting.

Expertise: Excellent written and verbal communication skills. Excellent inter-personal skills and ability to maintain strong relationship at all levels within stakeholder organizations and external bodies.

Salary Grade 14 – (199.62/hour)

Duties and Responsibilities:

- Provide technical support to the Director and Assistant Director in the activities related awards of teaching excellence, trainings of engineering educators, and research in engineering education.
- Develop innovative strategies and logistics in academe administration functions.
- Liaise with relevant groups and organizations.
- Provide administrative and coordination supports across and between the CIEE and CEFA.
- Prepare reports and information papers related to activities and innovations in engineering education.
- Under the supervision of center director and assistant director develops, monitors, manages, and evaluates small research projects that relate to partnerships and innovations in engineering education.
- Supports CEFA in recruiting, training, and supervising engineering educators.
- Develops, implements, and monitors partnership strategies that supports the CIEE.
- Maintains a database of information relating to partners and linkages, individual requirements and goals, and such other details as are relevant to the development and maintenance of those partnerships.
- Based on due diligence and proposal documentation, develops and manages Memorandum of Understandings / Memorandum of Agreements as may arise from partnerships and linkages

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.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Education and Partnership Officer**. Submission of application is only from **June 07, 2021 – June 16, 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.