



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) Science Research Specialist I - SG 11

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

Education: Graduate of any engineering or science course, preferably BS COE, BS EE, BS SE, BS CS.

Experience: One year experience in research or field. Experience with government procurement is an advantage.

Expertise: Knowledgeable in statistical, and/or database software (e.g. SPSS, MatLab, R) would be an advantage and skilled in Microsoft Office (Word, Excel, PowerPoint). Experienced in using Google Suite applications (Gmail, Google Meet) and other meeting platforms.

Salary Grade 11 – (152.15/hour)

Duties and Responsibilities:

- Prepares instructional manual for the developed device of the Project.
- Develop clear and interesting data presentation for inclusion in projects' information products (e.g. PowerPoint presentations, information sheets).
- Design information products for diverse stakeholders.
- Maintain organized and up-to-date tracking of projects' progress and identification of best practices and lessons learned.
- Accomplish requisition and inventory of supplies.
- Support project development, including development of monitoring and evaluation tools.
- Support internal and external project evaluations.
- Analyze data thru modelling software and prepare reports after.
- Perform administrative tasks as may be assigned.
- Assist in the conduct of the research components of the research.
- Participate in the writing of progress and terminal report.
- 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 project meetings with partner SUCs.
- Prepares needed articles reports, and presentations.
- 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 **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with your **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Science Research Specialist I at AMBIANCE Project**. Submission of application is only from **October 18, 2021 to October 27, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

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.