

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines

Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #655

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY EXTENSION SPECIALIST V	24-1	NATIONAL CENTER FOR TRANSPORTATION STUDIES	UEXSP5-10-1998	1) Ph.D. degree; or	Four (4) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/ consultancy work, or as Training Officer/Associate/Specialist; or	17 December 2018
				2) MA or MS degree plus thirty (30) units of advanced graduate work completed; or	Six (6) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/ consultancy work, or as Training Officer/Associate/Specialist; or	
				3) MA or MS degree; or	Ten (10) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/ consultancy work, or as Training Officer/Associate/Specialist	

DUTIES & RESPONSIBILITIES:

** Conducts research and related activities including conduct of surveys, data processing, analysis, technical presentations and writing of technical papers and reports; * Prepares proposals for both in-house and extension training activities, and oversees and participates in the development of new training programs. Undertakes marketing and promotion of these courses to various sectors; * Prepares training materials and gives lectures in the training activities conducted by the Center; * Coordinates and oversees the general operation of the assigned group; coordinates and participates in the planning, course development, preparation, implementation and evaluation of the training programs conducted by the Center; * Participates in the planning, implementation and evaluation of the activities of the Center; * Oversees, coordinates and participates in activities of the assigned group; co-advises student affiliates of the Center; and extend assistance to other researchers; * Performs other duties assigned by the Director*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 - 1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 - 2. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 - 3. Performance rating in the last rating period (if applicable);
 - 4. Photocopy of certificate of eligibility/rating/license;
 - 5. Photocopy of Transcript of Records;
 - 6. Photocopy of relevant training certificates; and
 - 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

6 December 2018

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.