

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #544

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY EXTENSION ASSOCIATE II	14-1	NATIONAL CENTER FOR TRANSPORTATION STUDIES	UEXA2-48-1998	1) AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed; or	None required; or	16 November 2018
				2) AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed; or	Two (2) years of experience in mid-level training activities, or as University Extension Associate I; or	
				3) AB or BS degree relevant to the nature of the work in the position	Three (3) years of experience in mid-level training activities, or as University Extension Associate I	
DUTIES & RESPONSIBILITIES:						
* Provides assistance to the following long-term technical extension programs: a) Capacity building and social marketing for environmentally sustainable transport (EST) b) Joint activities with the Department of Transportation and Communications (DOTC) under the Memorandum of Understanding; * Coordinates with government agencies and other organizations in the development of joint activities and organization of seminars, workshops and symposia; * Conducts transportation and traffic surveys, perform survey data processing, analysis and presentation and assists in the preparation of technical reports of studies conducted by the Center; * Manages the communications, files and transactions of the Group; * Attends and participates in the research and extension activities of the Group						

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 updhrdorecruitment@gmail.com.

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 November 2018

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