

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS NO. 2022-55**

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
<b>One (1) University Researcher I SG-16</b>	Philippine Genome Center, University of the Philippines System	UNIR1-17-2021	1. MA or MS degree; or  2. AB or BS degree plus 18 units of graduate work completed  3. AB or BS degree	1. None required; or  2. 2 years of experience in mid-level research operations, or as University Research Associate I or II; or  3. 5 years of experience in mid-level research operations, or as University Research Associate I or II	14 November 2022
<p><b>Job Description</b></p> <ol style="list-style-type: none"> <li>1. Provide technical support for IT issues encountered by PGC personnel.</li> <li>2. Setup, maintain and manage office and laboratory IT network and security.</li> <li>3. Administer workstations, network printers, phones, routers, switches, and other IT related equipment in PGC offices and core laboratories.</li> <li>4. Work with the Building Administrator and Security Officers in maintaining the overall security of the PGC building.</li> <li>5. Initiate and implement ICT policies within the PGC as well as ensure compliance with the University's ICT policies.</li> <li>6. Coordinate with pertinent agencies within and outside the University on general IT matters.</li> <li>7. Perform other duties as may require by the Executive Director</li> </ol>					
<p><b>Preference</b></p> <ul style="list-style-type: none"> <li>● At least BS graduate of any related fields in the life sciences and/or computation</li> <li>● With at least 1 year of experience in service-oriented and/or research-oriented bioinformatics activities in a reputable genomics and/or bioinformatics institution</li> <li>● Knowledgeable or has experience working with high-performance computing systems, computer security, relational and non-relational databases, data modelling, data visualization, and machine learning</li> <li>● With experience in full stack development, containerization and orchestration</li> <li>● Experience in IT administration is a plus</li> <li>● Experience in genomic biosurveillance-related endeavors is a plus</li> <li>● With excellent scientific and technical writing skills</li> <li>● With good interpersonal and intrapersonal communication skills</li> </ul>					

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at [hrdorecruitment.upsystem@up.edu.ph](mailto:hrdorecruitment.upsystem@up.edu.ph):

**Required Documents:**

1. Letter of application addressed to Prof. Ariel S. Betan
2. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) and Work Experience Sheet
3. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
4. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments or Service Record
5. Other required documents as specified in the Preference

**Supplemental Documents (if any):**

6. Photocopy of Training Certificates or Learning and Development Interventions
7. Photocopy of certificate of eligibility/rating/license
8. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. July to December 2021 and January to June 2022) with at least Very Satisfactory ratings or its equivalent
9. Certificate/s of Awards/Citation/Commendation

**Note:**

- 1) *Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.*
- 2) *Submission of Supplemental Documents is encouraged.*
- 3) *Late submission shall not be accepted.*
- 4) *Submission should only be made through email ([hrdorecruitment.upsystem@up.edu.ph](mailto:hrdorecruitment.upsystem@up.edu.ph)). Walk-in applicants will not be entertained as of this time to secure the health and safety of the applicants and the employees.*

  
ARIEL S. BETAN

Acting Director, UP System HRDO

04 November 2022