



### **JOB DESCRIPTION**

**JOB TITLE** : SCIENCE RESEARCH SPECIALIST I  
(Cluster Staff)

**JOB SUMMARY** : Acts as Report Officer and Field Coordinator

**Place of Assignment** : Luzon C Cluster (Regions IV-A, IVB, and V) – PhilMech Liason Office,  
DA-ATI, Quezon City

### **DUTIES AND RESPONSIBILITIES:**

- Assists in the regular monitoring, consolidation of reports and preparation of written reports;
- Manages database of machinery and postharvest facilities at cluster level.
- Prepares design, specifications, and cost estimates for potential adopters of mechanization and PHFs and related infrastructure;
- Assists in the conduct of promotion, education, capacity & capability building and sustainability activities of mechanization and postharvest programs and intervention;
- Conducts monitoring, assessment, evaluation and data management and reporting of the mechanization and postharvest facility interventions, plans and programs
- Assist in the conduct of monitoring, testing and evaluation of machinery and postharvest facilities and equipment, and other infrastructure projects and related interventions;
- Conduct of the inventory of machinery and PHF and technologies and recommends measures for the equitable and beneficial use and sustained adoption of these facilities.
- Assists in the provision of technical services to mechanization and postproduction industry in terms of mechanization and postharvest facility (PHF) needs assessment, technology matching, packaging, management, operationalization;
- Assists in the provision of technical assistance to pre-qualification of bidders and analysis of bids for recommendation / submission to Bids and Awards Committee; and
- Performs other functions as may be assigned from time to time.

### **QUALIFICATION REQUIREMENTS:**

**EDUCATION** : Bachelor of Science in Agricultural and Biosystems Engineering

**EXPERIENCE** : None required

**TRAINING** : None required

**ELIGIBILITY** : Not Required

### **COMPETENCIES:**

- Knowledge in Republic Act 10601, 10915 and 11203 and other related mechanization and infrastructure laws and policies
- Knowledge in Philippine Agricultural Engineering Standards
- Oral Communication Skills
- Written Communication Skills
- Analytical Skills
- Knowledge in office productivity tools
- Interpersonal Skills
- Teamwork



### **JOB DESCRIPTION**

**JOB TITLE** : SCIENCE RESEARCH ANALYST  
(Cluster Staff)

**JOB SUMMARY** : Field Coordinator

#### **DUTIES AND RESPONSIBILITIES:**

- Assists the database management of machinery and postharvest facilities.
- Assists the preparation of design, specifications, and cost estimates for potential adopters of mechanization and PHFs and related infrastructure;
- Assists the conduct of monitoring, assessment, evaluation and data management and reporting of the mechanization and postharvest facility interventions, plans and programs
- Assists the preparation of detailed engineering investigations, surveys and design pertaining to project implementation concerns;
- Assists the conduct of the inventory of machinery and PHF and technologies and recommends measures for the equitable and beneficial use and sustained adoption of these facilities.
- Assists in the provision of technical services to mechanization and postproduction industry in terms of mechanization and postharvest facility (PHF) needs assessment, technology matching, packaging, management, operationalization;
- Assists in the provision of technical assistance to pre-qualification of bidders and analysis of bids for recommendation / submission to Bids and Awards Committee; and
- Performs other functions as may be assigned from time to time.

#### **QUALIFICATION REQUIREMENTS:**

**EDUCATION** : Bachelor's degree relevant to the job  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : None required

#### **COMPETENCIES:**

- Knowledge in Republic Act 10601, 10915 and 11203 and other related mechanization and infrastructure laws and policies
- Knowledge in Philippine Agricultural Engineering Standards
- Oral Communication Skills
- Written Communication Skills
- Analytical Skills
- Knowledge in office productivity tools
- Interpersonal Skills
- Teamwork

#### **PLACE OF ASSIGNMENT:**

- Visayas Cluster – Bohol Agricultural Promotion Center, Dao, Tagbilaran City, Bohol
- Visayas Cluster– PRTMDC, AES Compound, Brgy. Balinsasayao, Abuyog, Leyte