

Following Positions are available as of March 1, 2017:

MAPUA INSTITUTE OF TECHNOLOGY is in need of the following:

Full-Time/Part-Time Faculty Members	Qualifications
<p>A. Engineering Programs:</p> <ol style="list-style-type: none"> 1. Civil and Environmental & Geological Engineering 2. Chemistry & Chemical Engineering 3. Mechanical and Manufacturing Engineering 4. Electrical & Electronics Engineering 5. Architecture & Industrial & Interior Design Program <p>B. Accountancy Program</p>	<ul style="list-style-type: none"> ➤ With Relevant Master's Degree ➤ With Valid Professional License ➤ With Excellent Communication skills ➤ Proficient in Microsoft Office
<p>Multimedia Arts and Science Program Computer Engineering Program Business Management, HRM and Entrepreneurship Programs Information Technology Programs Industrial Engineering and Engineering Management Program</p>	<ul style="list-style-type: none"> ➤ With Relevant Master's Degree ➤ With Excellent Communication skills ➤ Proficient in Microsoft Office

NON-TEACHING:

IT-RELATED POSITIONS:

IT Helpdesk

- Must be a graduate of any of the following programs: Computer Engineering or Electronics and Communications Engineering, Computer Science, Information Technology or any related field
- Basic knowledge in IT concepts, Data Management, Trouble Shooting, Data Analysis, Customer Service and Team working
- At least six months work experience, with emphasis on basic hardware and software troubleshooting and maintenance
- Basic decision making and problem solving skills
- Knowledgeable in MS Office applications
- Strong interpersonal and analytical skill
- Good in oral and written communication

SENIOR SOFTWARE DEVELOPER

- Degree in Computer Engineering, Computer Science or any related field.
- Programming, Data Modeling, Analyzing Systems, Risk Analysis, Technology Savvy, Technology Benchmarking, Software Development, Process Documentation, IT Security Administration, SQL Scripting
- At least three years' experience on Software development specifically on platforms such as VB6 and VB.NET development language, web services and component development language, XML, Transact-SQL scripting, Integration .NET architecture and strong OOP skills
- Strong interpersonal and analytical skill
- Good in oral and written communication

DATA ADMINISTRATOR

- Degree in Computer Engineering, Computer Science, Information Technology or Management or any related field
- Database Management
- SQL Development and reporting
- Knowledgeable on Object-Oriented System Development Methodologies
- Has basic experience on software development and software development tool such as VB 6, VB. NET, ASP, JAVA model.
- Basic Knowledge and understanding of application design methodologies and the SLDC model
- Knowledgeable on systems analysis, development, planning and documentation methods standards.

SPECIALIZED POSITIONS:

LABORATORY ASSISTANT

- Bachelor degree holder in Chemistry or any related Science courses
- Adept in laboratory equipment and operation
- At least six months to (1) one year related working experience

FITNESS INSTRUCTOR

- Responsible in creating exercise programs for specific event/specific athlete
- Supervise exercises done by athletes of any specific event
- Bachelor degree holder of related Health Science Course
- At least (2) two years relevant work experience
- Exemplary communication and interpersonal skills

OFFICE-RELATED POSITIONS:

CAREER COUNSELOR

- Administers personality and interest inventories.
- Guides the students' on gaining an insight about their strengths and weak areas that need improvement using the results of achievement and aptitude test.
- Evaluates student's professional aptitude in order to help them determine what they need to do to achieve their career goals.
- Provides students pieces of advice about what courses and educational programs they need for particular careers.
- Guides student select the right careers based on their need and interests.
- Trains and familiarize the students on job skills such as but not limited to handling job interview, resume writing and career networking.
- Coordinates with partner companies to help bridge the skills/competencies gap.
- Facilitates the students' in the job search process by teaching them where to look for open positions and connecting them with job search resources.
- Develop and implement strategic programs that will aid students' career development.
- Candidate must possess a Bachelor's Degree in Psychology
- Preferably with Master's degree in Counseling.
- With at least one (1) year relevant working experience

JR. BUYER

- Responsible for canvassing and selection of suppliers, price negotiations, maintenance and updating of suppliers database and enforcement of incoming quality control systems
- College degree holder of any business course
- At least (2) two years related working experience with emphasis on canvassing and handling of quotations.
- Willing to do fieldwork

ACCREDITATION COORDINATOR

- Must be a graduate of any business or related courses
- Responsible for the implementation/coordination of the accreditation process in accordance with established standards, policies and procedures.
- Exemplary communication and interpersonal skills
- Technical writing skill is an advantage
- With relevant working experience in ISO certified company

INTEGRATED MANAGEMENT SYSTEM REPRESENTATIVE (IMR)

- Must be a graduate of Industrial Engineering, Process Management or similar Degree or Certification
- Responsible for the effective establishment, implementation and maintenance of the quality and environmental management systems of the Institute
- Exemplary communication and interpersonal skills
- Technical writing skill is an advantage
- With relevant working experience in ISO certified company

INTERNAL AUDITORS

- Must be a graduate of any business or related courses
- Responsible for planning, conducting, reporting and follow up internal audit in accordance with the ISO standard.
- Communicates/interacts with audit team leader and/or superior on matters pertaining to auditing activities and results.
- Exemplary communication and interpersonal skills
- Technical writing skill is an advantage
- With relevant working experience in ISO certified company

LINKGAGE ASSISTANT

- Must be a graduate of any Science or related courses
- Responsible for the process of travel requirements
- Responsible in recruiting outbound researchers
- Exemplary communication and interpersonal skills
- Technical writing skill is an advantage
- With relevant working experience in ISO certified company

ADMISSIONS ASSISTANT

- Must be a graduate of Marketing
- Responsible for processing documents of student applicants
- Administers entrance exams and students orientation
- Exemplary communication and interpersonal skills
- At least (6) six months relevant work experience
- Presentation skill is an advantage
- With relevant working experience in ISO certified company

Interested applicants may submit their RESUME and TRANSCRIPT OF RECORDS to madcrisostomo@mapua.edu.ph.

Attachments must not exceed 3MB.

For inquiries, please call 336-6097 or 247-5000 local 1305/1306 and look for **Ms. Melissa Ann D. Crisostomo**.