



BIZNEST
BUSINESS INCUBATION ZONE
FOR NOVEL AND SUSTAINABLE TECHNOLOGY ENTERPRISES

JOIN OUR TEAM

**CSU-DOST BUSINESS INCUBATION ZONE
FOR NOVEL AND SUSTAINABLE
ENTERPRISES (BIZNEST) IS HIRING!**



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About BIZNEST

The DOST- CSU Business Incubation Zone for Novel and Sustainable Enterprises (BIZNEST) is the technology business incubator (TBI) of Cagayan State University under the DOST TBI Program providing incubation services to startups and managing industry-academe-government collaborations. Although university-based, BIZNEST is an independent entity headquartered in Cagayan State University-Andrews Campus with support facilities widespread across the campuses of the university in the province and mentors, investors and partners across the academe, industry, government and in the community, in general.

Currently forging partnerships with other incubators and accelerators in the country, BIZNEST harnesses the available resources in the country's startup ecosystem in driving the growth of startups in the region.



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We're looking for:

project-based

**(1) TECHNOLOGY BUSINESS INCUBATOR
MANAGER**

(Project Development Officer III)

(1) INFORMATION AND MARKETING OFFICER

(Project Assistant III)

(1) OPERATIONS OFFICER

(Project Assistant III)

APPLICATION DEADLINE: **JUNE 14, 2019**

APPLICATION REQUIREMENTS:

- Application letter addressed to
DR. JOSE D. GUZMAN
PROJECT LEADER, BIZNEST
CSU-ANDREWS CAMPUS
- CV
- CSC FORM 212 (Revised PDS)

Submit application to:

CSU-DOST BIZNEST Office, 2/f, Research
Building, CSU-Andrews Campus, Tuguegarao
or via email: tbicsu@gmail.com

For inquiries, contact (078) 377-0087 /
0998-998-6172 and/or tbicsu@gmail.com

Project Development Officer III

Job Title	Location	Closing Date	Apply
Technology Business Incubator Manager	Tuguegarao City	June 14, 2019	tbicsu@gmail.com

Project Assistant III

Job Title	Location	Closing Date	Apply
Information and Marketing Officer	Tuguegarao City	June 14, 2019	tbicsu@gmail.com

Project Assistant III

Job Title	Location	Closing Date	Apply
Operations Officer	Tuguegarao City	June 14, 2019	tbicsu@gmail.com

BIZNEST offers a highly competitive compensation package. Join our team and be part of our story!

Please note only shortlisted candidates will be contacted. Positions will remain open until filled.



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TBI MANAGER

P45,702.00

project-based

Duties and Responsibilities

- serve as operations lead of the business incubator and is responsible for the successful delivery of services and completion of the project
- assist in the creation of the TBI operations manual and oversee the implementation of the policies stipulated therein
- prepare financial reports of the TBI and assist in the completion and submission of the required reports for the project completion
- organize events for the promotion of the TBI and encourage growth of the technopreneurship culture within the region
- work with startups to establish sound business models as well as secure the necessary docs needed to undergo the incubation program
- create, maintain and nurture partnerships with the various stakeholders of the TBI
- perform all other functions as required by the Project leader

Qualifications

- Bachelor's degree with knowledge in entrepreneurship management, business management or equivalent
- at least 2-year work experience in project management or marketing field, in researching, handling events and coordination

Skills Required

Mandatory

- with knowledge in design thinking process, technology valuation and operations management
- advanced skills in handling of emerging technologies and high familiarity with existing ones
- driven, dynamic, well-rounded, sociable and have good communication skills (English & Filipino)

Preferred

- Proven track record in mentoring and coaching peers and startups
- Advanced tech transfer and commercialization skills



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INFORMATION AND MARKETING OFFICER

P26,578.8

project-based

Duties and Responsibilities

- chief in charge of the marketing and promotions of the TBI
- create promotional and marketing materials in various platforms
- take charge in the promotional activities and events of the TBI
- receive calls and schedule meetings within the TBI
- provide startup with marketing advices and help them develop marketing strategies for their products and enterprises
- assist the TBI manager in the preparation of reports including the upkeep of transaction records
- develop and maintain databanking and monitoring system
- perform all other functions as required by the TBI manager and/or Project leader

Qualifications

- Bachelor's degree with knowledge in entrepreneurship management, business management or equivalent
- with experience in marketing preferably with a startup

Skills Required

- Good teamwork skills
- Numerical skills and Networking ability
- Good organisation and planning skills
- Creativity and writing skills
- proficient in Microsoft Office applications, PSD, Adobe software, computer programs
- design skills, video editing skills, event planning and digital marketing skills
- driven, dynamic, well-rounded, sociable and have good communication skills (English & Filipino)



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OPERATIONS OFFICER

P26,578.8

project-based

Duties and Responsibilities

- oversee day-to-day operation of the TBI
- assist the TBI manager in the conduct and/or completion of the TBI events including the incubation program
- schedule the use of the equipment and facilitate within the TBI for efficient utilization
- provide hands-on skills support and facilitation for technology enterprises hosted at the incubator
- assist in the customer discovery of the generated and developed technologies and commercialization of technology ventures
- manage the resources of the facility to ensure the continuing of operations of the TBI and address concerns promptly or make necessary reports to TBI manager/Project leader
- assist the marketing officer in the creation of promotional and marketing materials for the TBI
- update and disseminate relevant information to the stakeholders and startups
- perform all other functions as required by the TBI manager and/or Project leader

Qualifications

- Bachelor's degree with knowledge in entrepreneurship management, business management or equivalent
- with knowledge in design thinking process, technology valuation and operations management

Required Skills

- excellent skills in handling of emerging technologies and high familiarity with existing ones
- results-driven, dynamic, well-rounded, sociable and have good communication skills (English & Filipino)
- strategic thinking and decision-making skills
- knowledge in startups and with background in handling people