



## NOTICE OF VACANT POSITIONS

As of January 11, 2019

### Research and Development Management Division

**I. One (1) Science Research Specialist I**  
Basic Salary: Php 29,068.80/month

**Duties and Responsibilities**

1. Plans, evaluates and monitors assigned projects under the DOH's AHEAD HPSR (Advancing Health Through Evidence-Assisted Decisions with Health Policy and Systems Research) program.
2. Reviews, evaluates and provides inputs to assigned protocol/s submitted/referred to PCHRD in accordance and compliant to PCHRD review protocol, DOST guidelines, and other related regulations.
3. Processes proposals approved for financial assistant.
4. Coordinates with project proponent and research team regarding concerns on proposed and ongoing projects.
5. Ensures compliance to ISO procedure and manual of operation with regards to documentation, processing, overall project management, etc.
6. Performs other duties and functions as assigned by the Division Chief of immediate senior staff.

### Research Information Communication and Utilization Division

**I. Science Research Specialist II (FDA Clinical Trial Regulatory Policy)- Contractual**  
Basic Salary: Php 38,118.00/month

**Qualification Standard**

**Education:** Bachelor's Degree relevant to the job

**Experience:** 1 year relevant experience

**Training:** 4 hours relevant training

**Preferred Qualifications/ Attributes**

- Graduate of BS degree in Pharmaceutical/Health related courses preferably Public Health
- At least two (2) years of work experience
- Previous work in the field of public health, health regulations or clinical trials is an advantage
- Preferably with training to monitoring and evaluation
- Must be well-versed in MS Office Applications (Word, Excel, Powerpoint)
- Proficient in both oral and written communications

**Duties and Responsibilities**

1. Collect data and provide high quality information/ researches related to the development of clinical trials policy, guideline and tools,
2. Synthesize, analyze and summarize research information related to health regulations and clinical trials policy development.



3. Provide administrative and technical support to Clinical Trials Working Group, Committees and Consultations related to the development of Clinical Trials Policy, Guidelines, Tools.
4. Perform other related tasks.

**II. Science Research Specialist I - Contractual**  
**Basic Salary: Php 29,068.80/month**

**Preferred Qualifications/Attributes**

- Bachelor's degree in Development Communication, Communication Arts or Multimedia Arts
- Knowledgeable in Video Production
- Must be knowledgeable in MS Office applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communications
- Can work with less Supervision
- With good interpersonal skill, work attitude and moral character

**Duties and Responsibilities**

1. Develop and execute a communication plan for a Research Program.
2. Produce and execute communication campaigns
3. Produce articles, research briefs/notes for publication in traditional and new media
4. Organize press conferences and assist in communication events.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 25, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Accomplished Work Experience Sheet;
3. Performance rating in the present position for one (1) year;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :

**DR. JAIME C. MONTOYA**  
 Executive Director

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**DR. BUENALIVIA N. OLATAN**  
 ADMINISTRATIVE OFFICER V  
 Human Resource Management Section  
 Philippine Council for Health Research and Development -DOST  
 3<sup>rd</sup> Floor DOST Building, General Santos Avenue  
 Bicutan, Taguig City  
[humanresource@pchr.dost.gov.ph](mailto:humanresource@pchr.dost.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

*Jaime C. Montoya*  
**JAIME C. MONTOYA, MD, MSc, PhD, CESO III**  
 Executive Director  
 Office of the Executive Director *MJS*

