



## NOTICE OF VACANT POSITIONS

As of February 11, 2019

### Institution Development Division

**I. Project Assistant III (BSP)– Contractual**  
**Basic Salary: Php 26,578.80**

**Qualification Standard**

**Education:** Completion of two years studies in college

**Experience:** 2 years relevant experience

**Training:** 8 hours relevant training

**Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Social Science/Health related courses
- Must be excellent in MS Office applications (Word, Excel, Powerpoint)
- Proficient in both oral and written communications
- With good interpersonal skill, work attitude and moral character

**Duties and Responsibilities**

1. Assists the BSP Secretariat in processing BSP applications, including initial processing of applications, monitoring progress of awardees, and conduct of other administrative procedures related to the program;
2. Coordinates/liases with BSP applicants, host institutions and DOST and prepare necessary documents (contracts, etc) and communications related to BSP matters;
3. Assists the IDD Chief, Supervising SRS and other staff in managing/coordinating other research programs/projects;
4. Performs secretariat functions in preparing necessary documents (including slide presentations, agenda, liquidation and other meeting reports), and organizing/facilitating/documenting meetings related to BSP and other PCHRD-coordinated bodies/committees;
5. Prepares communications and other reports/documents related to the BSP and other IDD managed programs;
6. Takes charge of receiving, recording and disseminating communications and other documents received by IDD; and
7. Performs specific tasks that may be assigned by IDD Chief, Supervising SRS, SRSD or other IDD staffs.

### 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



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**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.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. Attached the following documents to the application letter and send to the address below not later than February 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 last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
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@pchrd.dost.gov.ph](mailto:humanresource@pchrd.dost.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

*Jan C 1*  
JAIME C. MONTOYA, MD, MSc, Ph.D, CESO III  
Executive Director

Date Posted: *February 11, 2019*

