



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



## NOTICE OF VACANT PLANTILLA POSITIONS

As of August 9, 2019

### Institution Development Division

#### I. Senior Science Research Specialist – Permanent

**Basic Salary:** P42,099.00 / month

**Item No.:** PCHRDB-SRSRS-1-2001

#### **Qualification Standard**

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

**Experience:** 2 years relevant experience

**Training:** 8 hours relevant training

**Eligibility:** Career Service (Professional) Second Level Eligibility

#### **Preferred Qualifications/ Attributes:**

- Bachelor's degree preferably in health related sciences
- Excellent communication skills (oral and written)
- Innovative, multi-tasker, ethical and has good interpersonal skills
- Willing to work beyond office hours, even during weekends
- Willing to travel to the regions

#### **Duties and Responsibilities**

1. Provides guidance in planning/implementing activities of Regional Health Research and Development Consortia (RHRDC) under the Luzon and Visayas clusters
2. Coordinates and manages operations and projects/activities as the Regional Program Manager in assigned RHRDCs
  - a. Evaluates proposals requesting financial support submitted by RHRDCs
  - b. Monitors and facilitates implementation of RHRDC activities in Regions
  - c. Prepares correspondences/reports related to RHRDC activities in Regions
  - d. Attends meetings and Identifies/facilitates collaboration schemes with partner agencies
3. Manages the effective and timely operations and activities of the Balik Scientist Program;
4. Acts as the IDD Focal Person for Planning and ISO concerns;
5. Develops concept papers, terms of references, activity proposals for new network/institution development programs
6. Coordinates and manages special network/institution development programs;
7. Supports the IDD Division Chief in preparing technical reports, presentations and other documents required by collaborative partners;
8. Assists in the dissemination, promotion and effective implementation of other capacity building programs of the Council;
9. Performs other functions that may be assigned by the Executive Director/Division Chief/Supervising Senior Science Research Specialist

## **II. Science Research Specialist II – Permanent**

**Basic Salary:** P33,584.00 / month

**Item No.:** PCHRDB-SRAS2-1-2001

### **Qualification Standard**

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

**Experience:** 1 year relevant experience

**Training:** 4 hours relevant training

**Eligibility:** Career Service (Professional) Second Level Eligibility

### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in health related sciences
- Excellent communication skills (oral and written)
- Innovative, multi-tasker, ethical and has good interpersonal skills
- Willing to work beyond office hours, even during weekends
- Willing to travel to the regions

### **Duties and Responsibilities**

1. Coordinates and manages operations and projects/activities as the Regional Program Manager in assigned RHRDCs
  - a. Evaluates proposals requesting financial support submitted by RHRDCs
  - b. Monitors and facilitates implementation of RHRDC activities in Regions
  - c. Prepares correspondences/reports related to RHRDC activities in Regions
  - d. Attends meetings and Identifies/facilitates collaboration schemes with partner agencies
2. Drafts activity proposals, concept proposals, terms of reference and other documents necessary in the development and implementation of capacity development programs;
3. Takes charge of the Awards and Incentives Program, and ensures effective and timely implementation of planned activities;
4. Assists in preparing planning documents and other supporting papers;
5. Assists in the dissemination, promotion and effective implementation of other IDD projects/programs in the regions, and with other stakeholders;
6. Assists in the dissemination, promotion and effective implementation of other capacity building programs of the Council;
7. Performs other functions that may be assigned by the Executive Director/Division Chief/Supervising Senior Science Research Specialist

## **Finance and Administrative Division**

### **I. Administrative Officer IV (Accountant II) – Permanent**

**Basic Salary:** P30,531.00 / month

**Item No.:** PCHRB-ADOF4-12-2004

### **Qualification Standard**

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

**Experience:** 1 year relevant experience

**Training:** 4 hours relevant training

**Eligibility:** Career Service (Professional) Second Level Eligibility

### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Accountancy / Business Administration;
- Preferably Certified Public Accountant (CPA);
- Must have knowledge in eNGAS and or any accounting software;

