



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



# NOTICE OF VACANT PLANTILLA POSITIONS

As of September 13, 2019

## Institution Development Division

### **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

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 September 30, 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

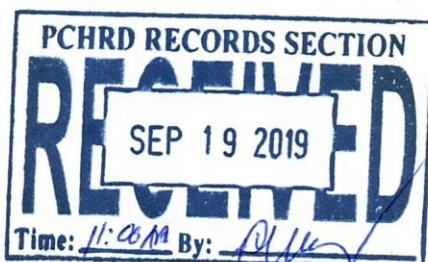
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

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  
[pchrd.fad.hr@gmail.com](mailto:pchrd.fad.hr@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

*Jaime C. M.*  
JAIME C. MONTOYA, MD, MSc, Ph.D, CESO III  
Executive Director *or*

Date Posted: September 13, 2019



OED: G 7/9  
FAD: RF 9-19-19  
RDMD: f 9-19-19  
RUCD: FAMD 9-19-19  
[Signature]