



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT PLANTILLA POSITIONS

As of March 3, 2020

Institution Development Division

- I. **One (1) Science Research Specialist II – Permanent**
Basic Salary: P35,106.00 / month
Item No.: SRAS2-13-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of 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 of assigned Regional Health Research and Development Consortia;
2. Takes charge of the Awards and Incentives Program, and ensures effective and timely implementation of planned activities;
3. Develop concept proposals, terms of reference, activity proposals, etc. necessary in the formulation and implementation of new/ongoing capacity development programs;
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

Research, Information, Communication and Utilization Division

II. One (1) Science Research Specialist I – Permanent

Basic Salary: P26,754.00 / month

Item No.: SRAS1-6-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Information Technology (IT) and Computer Science
- Computer literate
- Has special training in PHP.MySQL, JQuery, Vue Js
- Innovative, multi-tasker, ethical and has good interpersonal skills
- Willing to work beyond office hours

Duties and Responsibilities

1. Write programs by translating system requirements and design into actual codes to create a system.
2. Update and enhance existing programs.
3. Test and debug programs.
4. Work closely with fellow programmers for development strategies.
5. Assist in creating and maintaining project documentation.
6. Perform other duties as assigned by division chief.

III. One (1) Science Research Specialist II – Permanent

Basic Salary: P35,106.00 / month

Item No.: SRAS2-4-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Mass Communication/Development Communication or equivalent
- Strong interest in health science
- At least a year of working experience in the related field
- Familiar with the latest updates on SEO, SEM email, advertising campaigns, and social media trends
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/CAD, and 3D Graphic Design
- Can work under pressure and in minimal supervision
- Strong coordination skills and ability to multi-task

