

NOTICE OF VACANT POSITION

As of March 23, 2020

Research Information Communication Utilization Division

**I. One (1) Science Research Specialist I – Contractual
Basic Salary: Php 30,278.40/ month**

Qualification Standard

Education: Bachelor's degree in college

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- College graduate of any Health-related course
- Computer Literate
- Coordinating Skills
- Analyzing Information
- Reporting Skills
- Good Verbal Communication

Duties and Responsibilities

1. Assists in the Coordination of AHEAD activities
2. Prepares reports and communications related to AHEAD Program
3. Assist the HERDIN PNS team in the deployment of the System and the conduct of orientation and training.
4. Ensure that all projects in AHEAD are uploaded to HERDIN Plus database
5. Provide information and assistance to researchers on AHEAD related projects

**II. One (1) Science Research Specialist I – Contractual
Basic Salary: Php 30,278.40/ month**

Qualification Standard

Education: Bachelor's degree in college

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- Graduate of BS degree in Science and Engineering, preferably Chemistry, Biology, Chemical Engineering, Nutrition, Nursing
- Civil Service eligible-Professional or PRC registered (where applicable)
- Proficient in both oral and written communications
- Can work independently with less supervision
- With experience in industry or research an advantage
- Knowledge in intellectual property, project management and marketing an advantage

Duties and Responsibilities

1. Evaluate proposals for possible funding
2. Monitor assigned projects
3. Prepare reports, presentations, or minutes of meetings related to IPTM
4. Organize and/or conduct project meetings
5. Assist in the operations of the IPTM unit

DOST-PCHRD encourages interested and qualified **applicants including persons with disability (PWD), members of indigenouis communities and those from any sexual orientation and gender identities (SOGI)** to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **April 13, 2020**.

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;
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

In compliance with the enhanced community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, **QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

DR. BUENALIVIA N. OLATAN
ADMINISTRATIVE OFFICER V
Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
Bicutan, Taguig City

pchrd.hrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II
Executive Director

