



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND
DEVELOPMENT



NOTICE OF VACANT POSITION

As of June 23, 2020

Research and Development Management Division

One (1) Science Research Specialist I-Contractual

Basic Salary: Php 32,104.80/ month

Qualification Standard

Education: Bachelor's degree in college

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Biological Engineering, Occupational Therapy, Mechanical/ Electrical Biological Engineering or any related course;
- Has training/background in Project Management;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms)

Duties and Responsibilities

1. Evaluate COVID19 project proposals and monitor on-going projects in accordance with the Council's established procedures under its Quality Management System;
2. Evaluate GIA project proposals and monitor on-going projects in accordance with the Council's established procedures under its Quality Management System;
3. Process project proposals submitted/referred to PCHRD following established procedures;
4. Process proposals approved for financial assistance;
5. Prepare technical reports on R and D projects and other health related concerns/issues required by DBM, Congress and external funding agencies;

6. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
7. Respond to inquiries by individuals and or project proponents/researchers regarding R and D projects;
8. Provide inputs/updates in the Project Management System (PMS);
9. Provide Assistance and or participate in activities organized by PCHRD;
10. Perform other duties and functions assigned by the Division Chief/Senior staff

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. Attach the following documents to the application letter and send to the address below not later than **July 7, 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 general 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

Date Posted:
