



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT POSITION

As of September 14, 2020

Institution Development Division

One (1) Project Assistant III- Ethics (Outsourced)
Basic Salary: Php 24,495.00/ month

Qualification Standard

Education: Completion of two years studies in college

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Preferred Qualifications/ Attributes

- Candidate must be a graduate of health-related or any relevant courses
- Ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communications
- With good interpersonal skill, work attitude, and moral character
- Can work with less supervision

Duties and Responsibilities

- A. Assist the CSA in the accreditation of Level 1 and 2 PHREB applications and its activities
 1. Assist the CSA in facilitating accreditation of RECs which will conduct ethical review of COVID19 proposals
 2. Assist in coordinating and referring the review of COVID19 project proposals to accredited RECs
 3. Develop and maintain a database of RECs that can review COVID-19 protocols
 4. Receive/process applications for Level 1 and Level 2 accreditation;
 5. File/upload Level 1 and 2 documents;
 6. Update PHREB accreditation portal and website.
- B. Assist in the conduct of PHREB CIDTA trainings REMBS activities
 1. Accept applications for research ethics training; organizes PHREB quarter /special meetings and prepares necessary logistics;
 2. Prepares SOs, activity proposals, slide presentations, and other reports for PHREB and REMBs activities;
 3. Coordinates with PHREB committees and REMBs regarding ethics activities;
 4. Communicates with accreditors, RECs, and other stakeholders;
 5. Answers queries (emails, phone calls, etc.) regarding ethics;
 6. Prepares/consolidates ethics accomplishment for various reports as needed;

- C. Assist in the conduct of REMB trainings, meetings and other activities
1. prepare SOs of REMBs, communications on research ethics and COVID-related ethical issues
 2. coordinate with REMBs regarding ethics activities like trainings and meetings
- D. Performs other tasks that may be assigned by the supervisors, Division Chief, Executive Director, etc.

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Duties and Responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the Awards and Incentive Programs;
2. Assist in the dissemination of scholarship, fellowship, and awards and incentives to prospective grantees and institutions interested in health research including COVID-19 researches;
3. Assist in the initial applications review and prepares documents for subsequent actions;
4. Assist in organizing and coordinating meetings with institutions, scholars/fellows, DOST-SEI, RHRDCs, and other stakeholders;
5. Monitor progress of all grantees and their research initiatives and activities related to response to COVID-19 and other public health emergencies;
6. Maintain database and filing system for all pertinent documents;
7. Undertake timely processing of applications/nominations; and
8. Prepare relevant documents including letters, reports, and minutes of the meetings.

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 **September 28, 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: September 14, 2020