



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND
DEVELOPMENT



NOTICE OF VACANT POSITIONS

As of January 13, 2021

Research and Development Management Division

I. Two (2) Science Research Specialist II-Contractual

Basic Salary: Php 42,127.20/ month

Qualification Standard

Education: Bachelor's degree in college

Experience: One (1) year relevant experience

Training: Four (4) hours relevant training

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in BS Biology, Post graduate of MS Microbiology, MS Biology;
- Technical knowledge in Human Biology, Molecular Biology and Microbiology;
- Knowledge in computer operations

Duties and Responsibilities

1. Process proposals and monitor ongoing projects under the Diagnostics and other Research priority area;
2. Submit requirements needed for Planning and Budget Preparation process by DOST and PCHRD;
3. Perform task assigned by Senior Staff and Chief.

II. Two (2) Project Technical Assistant IV- Outsourced

Basic Salary: Php 28,276.00/ month

Qualification Standard

Education: Bachelor's degree in college

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- Bachelor's Degree Holder, graduate of any Health science related courses
- 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. Plans, evaluates and monitors COVID-19 researches; Virology and other projects under RED;
2. Reviews, evaluates and provides inputs to assigned protocols submitted/referred to PCHRD in accordance and compliant;
3. Processes proposals approved for financial assistance;
4. Coordinates with project proponent and research team regarding concerns on proposed and ongoing projects;
5. Ensure compliance to ISO procedure and manual of operations with regard to documentation, processing, and overall project management, etc.;
6. Performs other duties and functions as assigned by the Division Chief or immediate 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 **January 27, 2021.**


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 III

Date Posted: January 13, 2021