



NOTICE OF VACANT POSITION

As of March 13, 2020

Institution Development Division

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

Qualification Standard

Education: Bachelor's Degree relevant to job

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- College graduate of Development Communication/Health related course
- Computer Literate
- Good Communication skills
- Excellent Coordination Skills

Duties and Responsibilities

A. Takes charge of the PHREB CSA activities:

1. Organizes PHREB quarter/special meetings and prepares food, venue and other logistics;
2. Prepares agenda, minutes of the meeting and other documents for the meeting;
3. Prepares SOs, activity proposals, slide presentations, and other reports for PHREB and REMBs activities;
4. Coordinates with PHREB committees and REMBs regarding ethics activities;
5. Communicates with accreditors, RECs, and other stakeholders;
6. Answers queries (emails, phone calls, etc.) regarding ethics;
7. Prepares/consolidates reports on ethics for ED, PNHRs, PCHRD, PHREB reports, etc;
8. Assists in the product of PHREB-FERCAP and PHREB orientation training and accreditation visits/re-visits;
9. Receives/process applications for Level 2 accreditation;
10. Files Level 2 documents
11. Updates PHREB website/database;

B. Acts as the secretariat for ethics in the Inter-technical Working Committee Chairs meetings of the PNHRs.

C. Performs other tasks that may be assigned by the supervisors, Division Chief, etc.

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 March 27, 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

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application 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

J C J
JAIME C. MONTOYA, MD, MSc, Ph.D, CESO III
Executive Director
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Date Posted: