



NOTICE OF VACANT POSITION

As of November 14, 2019

Research Information Communication and Utilization Division

I. Project Development Officer III – Contractual
Basic Salary: Php 48,764.40/ month

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: 2 years relevant experience

Training: 8 hours relevant training

Preferred Qualifications/ Attributes

- Preferably with a Master's Degree with at least two (2) years' experience in research management, including budget development; grant research writing; project and resource management; and project monitoring and evaluation;
- Committed to high professional ethical standards;
- With demonstrated leadership in managing programs or major initiatives, staff, teams or groups;
- Possesses good analytical and critical thinking skills;
- Has good interpersonal and coordination skills;
- Can communicate well, both in verbal and written communication;
- Proficient with the use of computer and computer networks (Internet); and,
- Works well in a team across different organizations and networks

Duties and Responsibilities

1. Development/Review of Terms of References/Project Briefs

- Assist in the development/review/revision of TOR/project briefs with the DOH Program Manager concerned
- Coordinate with internal DOH units (i.e., programs) and PCHRD (when necessary) on the development and finalization of the TOR
- Facilitates approval of Terms of References/project briefs

2. Review and approval of research proposals/inception reports

- Ensure completeness of document submission from PCHRD and other institutional partners
- Conduct preliminary reviews of research proposals/inception reports provide technical input as deemed necessary
- Facilitate and coordinate technical review of other DOH units
- Participate in en banc review as a technical reviewer and represent HPDPB-HRB if necessary

- Document agreements and action points emanating from an en banc reviews of research proposals

3. Support oversight by HPDPB-HRD of AHEAD project implementation

- Develop, adapt, refine and maintain collaborative tools and systems to generate program dashboard and progress reports
- Monitor overall plan and program implementation based on KPIs
- Consolidate progress reports into comprehensive Program report on a quarterly basis (highlighting positive accomplishments, areas with issues, risks or that need improvement, and actions needed from top management to keep the program on track)
- Schedule, hold and document meetings of the Advisory and Management Committee
- Identify risks and/or issues during the program implementation both internal and external to DOH and progress solutions/action points

4. Acceptance of final report

- Ensure completeness of document submission from PCHRD
- Conduct preliminary review of final reports and other deliverables and provide technical input as deemed necessary
- Participate in en banc reviews as technical reviewer and represent HPDPB-HRD if necessary
- Document agreements and action points emanating from en banc reviews of final report
- Act on identified action points for HPDPB-HRD

5. Other related tasks

- Provide inputs to policies in establishing procedures to further improve research management process
- Maintain tracking of all research projects (TORs, contracts/MOAs and correspondence and other pertinent files).

6. Deliverables:

- Monthly accomplishment reports
- Monthly Progress Reports of the AHEAD project portfolio (by year)
- Quarterly Program Report
- Other technical documents/report as may be needed by the Program Support Group

Finance and Administrative Division

II. Utility Worker I – Contractual Basic Salary: Php 13,281.60/ month

Qualification Standard

Education: None Required

Experience: None required

Training: None required

