



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND  
DEVELOPMENT



## NOTICE OF VACANT POSITION

As of May 19, 2021

### Research and Development Management Division

#### **One (1) Science Research Specialist II-Contractual**

**Basic Salary:** Php 43,963.60/ month

#### **Qualification Standard**

**Education:** Bachelor's degree in college

**Experience:** One (1) year relevant experience required

**Training:** Four (4) hours training required

#### **Preferred Qualifications/ Attributes**

- Bachelor's degree holder, BS/MS Chemistry/Pharmacy/Biology;
- 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

#### **Duties and Responsibilities**

1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:

- a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness.
- b. Facilitating external reviews with identified technical/field experts.
- c. Preparing applicable documents and materials prior, during, and after the evaluation process.

- d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.
- e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews.
- f. Presenting project and budget to division chief and/or senior staff, PNHRS GC, and DOST EXECOM for approval.
- g. Assisting in the processing of MOA and fund releases.

2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:

- a. Developing an M&E plan for each assigned project.
  - b. Conducting site and institutional visits as necessary. Preparing site visit reports.
  - c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments.
  - d. Resolving conflicts and issues related to project implementation.
3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.
4. Perform other duties and functions as assigned by the division chief or immediate head.

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 **June 4, 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](http://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:

EDGAR F. ORTIZ, CPA, MPM  
Chief Administrative Officer  
Finance and Administrative Division  
Philippine Council for Health Research and Development -DOST  
Saliksik Building, General Santos Avenue, Bicutan, Taguig City  
Bicutan, Taguig City

**[pchrd.hrrecruitment@gmail.com](mailto:pchrd.hrrecruitment@gmail.com)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

  
**JAIME C. MONTOYA, ML MSc, Ph.D, CESO II**  
Executive Director III

**Date Posted: May 19, 2021**