



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT POSITION As of October 8, 2021

Research and Development Management Division

One (1) Science Research Specialist II (Plantilla) Position

Basic Salary: P36,628.00/ month

Qualification Standard

Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree in Public Health, development, economics, or 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; and
- Knowledgeable in computer office applications.

Duties and Responsibilities

1. Oversee and manage the assigned priority research program/s by setting up plans and strategies to meet the expected outputs of the assigned program/s through intensive monitoring and evaluation of the overall program, component projects, and its project managers.
2. Spearhead the processing of the assigned proposals under the assigned program/s 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.



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- d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.
 - e. Providing recommendations to section/immediate head upon consolidation of internal and external reviews.
 - f. Presenting project and budget to division chief and/or senior staff, PNHRG GC, and DOST Execom for approval.
 - g. Assisting in the processing of MOA and coordinating fund releases.
3. Conduct regular and overall M&E of the projects and activities under the assigned program/s by ensuring the following:
 - a. Developing an M&E plan suitable for the supported programs, projects, and other activities.
 - b. Conducting site and institutional visits as necessary. Review site visit reports.
 - c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments under the program.
 - d. Resolving conflicts and issues related to project implementation.
 4. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.
 5. Assist section/immediate head in the achievement of the section outputs by providing insights & suggestions to structure and framework; and developing timely and creative strategies for execution. Prepare pertinent reports as instructed by immediate head.
 6. 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. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **October 22, 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;



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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 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:

MS. JESSAMYN BUCLATIN
ACCOUNTANT III
OIC - 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: October 8, 2021