



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND
DEVELOPMENT



NOTICE OF VACANT POSITIONS

As of April 21, 2021

Institution and Development Division

I. One (1) 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

Preferred Qualifications/ Attributes

- Bachelor's degree holder, graduate of any health science-related course/s;
- Good decision-making and analytical thinking skills;
- Training/background in Project Management;
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Knowledgeable in computer office applications
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Willing to work beyond office hours, even during weekends;

Duties and Responsibilities

- a. Performs secretariat functions in preparing necessary documents (including slide presentations, agenda and liquidation reports), and organizing/documenting meetings of the National Ethics Committee;
- b. Updates/maintains the Philippine Health Research Ethics Portal;
- c. Accept research proposals for NEC review;
- d. Assists in monitoring progress of NEC approved research protocols;
- e. Prepares communications and other reports related to research ethics;
- f. Answers queries pertaining to ethics;

g. Manages the activities of the PHREB Committee on Networking;

1. Prepare communications, meeting minutes, activity proposals, memorandum to the ED, LIB, payment of honoraria of members
2. Organize meetings, prepare logistics, and coordinate with other ethics committees and stakeholders

h. Assist in the conduct of other PHREB Committees as needed;

i. Evaluate ethics research proposals for funding and monitor the conduct of the research
1, prepare communications, quarter and final evaluation reports and other reports as needed

e. Performs other related functions which may be assigned from time to time by the supervisor, IDD Chief, Executive Director and Chair of PHREB and its committees.

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

Preferred Qualifications/ Attributes

- Bachelor's degree holder, graduate of any health science-related course/s;
- Good decision-making and analytical thinking skills;
- Training/background in Project Management;
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Knowledgeable in computer office applications
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Willing to work beyond office hours, even during weekends;

Duties and Responsibilities

1. Performs secretariat functions related to the Philippine National Health Research System (PNHRS) matters/activities.
 - 1.1 Prepares necessary documents (including slide presentations, agenda and liquidation reports)
 - 1.2 Organizes/documents the PNHRS Technical Working committees, Steering Committee and Governing Council.
2. Recommends, initiates and assists implementation of programs/project/activities aligned with/supportive of the PNHRS strategic directions.
3. Process assigned activity/program/project proposals in accordance with 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:
 - 3.1 Facilitates external review with identified technical/ field experts;
 - 3.2 Prepares applicable documents and materials prior, during, and after the evaluation process;
 - 3.3 Provides recommendations to immediate head upon consolidation of internal and external reviews
 - 3.4 Presents project and budget to division chief and/or senior staff, PNHRS GC;
 - 3.5 Prepares Memorandum of Agreement and fund releases.

4. Monitors the progress of PNHRs committee activities/programs/projects
 - 4.1 Develops M&E plan for PNHRs activities/programs/projects;
 - 4.2 Conducts site and institutional visits as necessary; and
 - 4.3 Resolves conflicts and issues related to PNHRs activity/program/project implementation.
5. Assists in coordinating other capacity building programs, projects and activities for the PNHRs.
6. Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of network institutions.
7. 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 **May 5, 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: April 21, 2021