



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 Information Communication and Utilization Division

I. One (1) Project Technical Assistant IV-Outsourced

Basic Salary: Php 28,276.00/ month

Qualification Standard

Education: Bachelors degree relevant to job

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Creative Multimedia/Information Technology/Library and Information Sciences or equivalent;
- At least a year of working experience in the related field;
- Knowledgeable in using book scanner;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere
- Can work under pressure and in minimal supervision;
- High degree of independent/judgement;
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the Information Products and Unit of the Council;
2. Develops plans and activities for the digitization of PCHRD Library materials;
3. Manages the digitization of PCHRD library materials;
4. Facilitates the ease of access and ensure long-term preservation of materials.
5. Performs other duties and functions assigned from time to time.

II. One (1) Project Technical Assistant IV-Outsourced

Basic Salary: Php 28,276.00/ month

Qualification Standard

Education: Bachelors degree relevant to job

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Marketing/Arts/Design Creative Multimedia/Mass Communication/Development Communication or equivalent;
- At least a year of working experience in the related field;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/ CAD, 3D Graphic Design, Zoom
- Can work under pressure and in minimal supervision;
- High degree of independent/judgement;
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Assists in the video recording of the Executive Director and other DOST official's presentations, speeches, messages and the likes;
3. Assists in the development of publication materials;
4. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
5. Incorporate and ensures brand consistency of the Council;
6. Performs other duties and functions assigned from time to time

III. One (1) Project Technical Assistant VI-Outsourced

Basic Salary: Php 33,575.00 / month

Qualification Standard

Education: Bachelors degree relevant to job

Experience: One (1) year required

Training: Four (4) hours training required

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Mass Communication/Development Communication or equivalent;
- Strong interest in health science;
- At least a year of working experience in the related field;
- Familiar with the latest updates on SEO, SEM, email, advertising campaigns, and social media trends;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/ CAD, 3D Graphic Design;
- Can work under pressure with minimal supervision;
- High degree of independent judgment
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Prepare and implement a communication plan of assigned research projects/programs;
3. Produce articles for publication in print and online;
4. Write speeches and presentations for PCHRD Executive Director and/or DOST Officials;

5. Write and proofread content, press release and other types of content as needed;
6. Assists in the implementation of promotional strategies, marketing communications and public relation activities;
7. Performs other duties and functions assigned from time to time

IV. One (1) Project Technical Assistant VI-Outsourced

Basic Salary: Php 33,575.00 / month

Qualification Standard

Education: Bachelor's degree relevant to job

Experience: One (1) year required

Training: Four (4) hours training required

Preferred Qualifications/ Attributes

- Graduate of Bachelor's Degree or any health-related courses;
- Strong interest in health science;
- At least a year of working experience in the related field;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/ CAD, 3D Graphic Design;
- Can work under pressure with minimal supervision;
- High degree of independent judgment
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Monitor and evaluate implementation of RICUD-handles projects;
2. Provide technical, administrative and secretariat support to BEHT and DRR-CCA program activities or projects;
3. Facilitate/Assist in the conduct of capacity building on Health Research in Disaster

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 2, 2021**

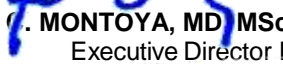
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED


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

Date Posted: May 19, 2021