



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND  
DEVELOPMENT



## NOTICE OF VACANT POSITION

As of May 24, 2021

### Research Information Communication and Utilization Division

#### Two (2) Project Technical Specialist II-Outsourced (Policy Translation)

**Basic Salary: Php 39,986.00/ month**

#### **Qualification Standard**

**Education:** Bachelors degree relevant to job

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

**Training:** Two (2) hours of relevant trainings required

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

- At least a Bachelor's Degree Health related courses, Science Communication, Policy Studies;
- At least a year of working experience in the related field;
- Preferably with background in Policy Briefing, Legislative Liaison, Health Policy Studies;
- Can work under pressure and in minimal supervision;
- High degree of independent/judgement;
- Strong coordination skills and ability to multi-task

#### **Duties and Responsibilities**

- Prepares policy briefs on PCHRD/PNHRS projects with policy implications
- Prepares reports, graphs, briefs, presentations and other modules for reference and submission to the senior level management
- Works in collaboration with all levels of the organization, administration officials, government officials, health policy researchers to implement solutions
- Participates and organizes meetings, seminars and conferences on health policies
- Disseminates policy instruments to relevant policymakers
- Performs other functions assigned by Division Chief

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 7, 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, MD) MSc, Ph.D, CESO II  
Executive Director III

**Date Posted: May 24, 2021**