



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT POSITION As of December 3, 2021

Institutional Development Division

One (1) Chief Science Research Specialist (Permanent) Position

Basic Salary : P85,074.00/ month (SG 24)
Plantilla Item No. : PCHRDB-CSRS-2-1998

Qualification Standard

Education: Master's Degree relevant to the job
Experience: 4 years of supervisory / management experience
Training: 40 hours of supervisory / management learning and development intervention undertaken within the last 5 years
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Master's Degree Graduate and/or has Certificate of Leadership and Management from CSC
- Relevant skills and experience in networking / collaboration
- With relevant training in ethics in health research
- Must be excellent in MS Office applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communications
- With good interpersonal skill, attitude and moral character

Duties and Responsibilities

1. Direct and supervise the human resources and network institution development programs of the PCHRDB's Institution Development Division (IDD) e.g., scholarships, fellowships, awards, etc.
2. Provide overall direction/supervision in the monitoring and evaluation of Human Resources and Network/Institution Development programs of the Council.
3. Formulate strategies/interventions for the effective management of capacity building and network institution development programs and projects supported and monitored by the Council.
4. Direct the development and implementation of priority/special capacity building and network and institution development programs and activities.
5. Supervise the creating/enhancement and maintenance of a database of researchers/research experts/research institutions and regional consortia/ethics databases and portals
6. Provide strategic direction to support the management and operation/implementation of:
 - a. Regional health Research and Development Consortia (RHRDC)



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- b. The Philippine Health Research Ethics Board (PHREB) and its Committees including the Regional Ethics Monitoring Boards (REMBs)
 - c. Philippine National Health Research Systems (PNHRS) as the Lead Secretariat
 - d. PNHRS Capacity Building Committee
7. Foster collaborations and strong partnerships (local, regional, national, and international) with relevant stakeholders to develop a critical mass of researchers, research institutions, and regional consortia along with the country's identified priority health problems.
 8. Source out funds for health research capacity building and network and institution development programs aligned with the needs identified as priorities under NUHRA/HNRDA.
 9. Manage and monitor the implementation of the WHO-assisted project, ASEAN Network for Drugs, Diagnostics, Vaccines and Traditional Medicine Innovation (ASEAN – NDI) and other capacity building and network/institution development programs with relevant stakeholders/partners
 10. Perform other duties and functions assigned by the Executive Director

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 **December 17, 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 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:



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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, PhD, CESO II

Executive Director

Date Posted: December 3, 2021