



NOTICE OF VACANT POSITION As of November 18, 2021

Research and Development Management Division

One (1) Science Research Specialist I (Contractual) Position

Basic Salary: P33,931.20 / month

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Social Science / Health related courses
- Preferably with background in Project Management;
- Computer Literate

Duties and Responsibilities

1. Process assigned AHEAD proposals 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;
 - d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project;
 - e. Presenting project and budget to division chief and/or senior staff and PNHRG GC;
 - f. Assisting in the processing of MOA and fund releases; and
2. Conduct monitoring and evaluation of assigned AHEAD projects based on approved M&E Plan (inclusive of site and institutional visits as necessary with submission of reports.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



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

Basic Salary : P43,953.60 / month

Qualification Standard

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

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Social Science / Health related courses
- Preferably with background in Project Management;
- Computer Literate

Duties and Responsibilities

1. Process assigned AHEAD proposals 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:
 - g. Screening and reviewing of proposals in terms of alignment, duplication, and completeness;
 - h. Facilitating external reviews with identified technical/field experts;
 - i. Preparing applicable documents and materials prior, during, and after the evaluation process;
 - j. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project;
 - k. Presenting project and budget to division chief and/or senior staff and PNHRs GC;
 - l. Assisting in the processing of MOA and fund releases;
2. Conduct monitoring and evaluation of assigned AHEAD projects based on approved M&E Plan (inclusive of site and institutional visits as necessary with submission of reports; and
3. Provide necessary assistance and support to Junior Project Managers

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 2, 2021**.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



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:

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.

JC
JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director
on

Date Posted: _____

