



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS As of June 23, 2023

Research Information Communication and Utilization Division

I. One (1) Project Administrative Assistant II – IPS (Outsourced)

Basic Salary : Php 27,000/month (SG 11)
Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Communication, Business, Marketing, or other related courses;
- Ideally with Negotiation, Communication, and Organizational Skills;
- Must be well-versed in MS Office and Google Suite Applications;
- Proficient in both oral and written communication;
- With strong coordination skills, attention to details and ability to multitask;
- Ability to work in a dynamic environment and is open to change in responsibilities, and workflows, as needed by the Council.

Duties and Responsibilities

1. Assists in facilitating the division's plan as well as in the data gathering and documentation of activities and plans;
2. Engages in continuous process improvement and participates in problem-solving;
3. Provides necessary support in order to execute planning operations;
4. Follow up on PCHRD completed project documents submission;
5. Perform other duties assigned by the Immediate Supervisor and Division Chief.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

II. Three (3) Project Technical Assistant III – IPS (Outsourced)

Basic Salary : Php 29,165/month (SG 12)
Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Graduate of any four-year course;
- Well-versed in MS Office and Google Suite Applications;
- Proficient in both oral and written communication;
- With good interpersonal skills, work ethics, and moral character;
- Organized and can work with minimum supervision;
- Strong coordination skills and ability to multi-task;
- Ability to work in a dynamic environment and is open to change in responsibilities, and workflows;
- Preferably with experience in forming new partnerships with government and private institutions;
- Experience in graphic designing, web testing, and/or web designing is an advantage.

Duties and Responsibilities

1. Organize and conduct in-person and online HERDIN orientations, learning sessions, and trainings;
2. Assist in growing the partnership and network development efforts of HERDIN;
3. Communicate efficiently with partners through various communication methods including phone, email, webinars, letters, etc.;
4. Build and update IPS/HERDIN reports and documentation;
5. Create event-related materials such as presentation, program, certificate, etc.;
6. Contribute to the development of plans and executions related to promotion, training, networking, content development, and website design and testing of the HERDIN system;
7. Be conversant with the Traditional Knowledge on Health Research or aspects of Project Management;
8. Provide inputs to the enhancement of the features and functions of the TKDL website;
9. Update the content of TKDL database;
10. Perform other duties assigned by the Immediate Supervisor and Division Chief.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

III. One (1) Project Technical Assistant IV – IPTM (Outsourced)

Basic Salary : Php 31,320/month (SG 13)
Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Graduate of any health or business-related course;
- Ideally with Negotiation, Communication, and Organizational Skills;
- Preferably with experience in Project Management;
- Has exceptional communication, interpersonal, and decision-making skills;
- Knowledgeable in health R&D and technology transfer process;
- Can work under pressure and with minimal supervision;
- High degree of independence/judgment;
- With strong coordination skills, attention to details and the ability to multitask.

Duties and Responsibilities

1. Facilitate following up of technical and financial requirements of RICUD-IPTM completed projects;
2. Provide technical, administrative and secretariat support to IPTM capacity building program activities and other related events;
3. Serve as one of the Secretariat of the PNHRs Resource Mobilization Activities;
4. Assist in the management of the PCHRD Innovation Portfolio; and
5. Perform other duties assigned by the Immediate Supervisor and Division Chief.

IV. One (1) Project Technical Specialist I – IPTM (Outsourced)

Basic Salary : Php 39,672/month (SG 16)
Plantilla Item No. : N/A

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 (Preferably but not required)



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Preferred Qualifications/ Attributes

- Graduate of any health, economics or business-related course;
- Preferably with experience in Project Management;
- Exceptional communication, interpersonal, and decision-making skills;
- Knowledgeable in health R&D and technology transfer processes;
- Familiar in business development or startup creation;
- Has experience in partnership engagements;
- Can work under pressure and with minimal supervision;
- With strong coordination skills and the ability to multi-task.

Duties and Responsibilities

1. Manage RICUD-IPTM projects under the Startup Research Grant and TEKI in Health Program;
2. Lead in the conduct of IPTM matching events and partnership engagement activities;
3. Develop and manage PCHRD stakeholders' portfolio;
4. Function as one of IPTM's business development officers; and
5. Perform duties assigned by the Division Chief or direct supervisor.

Research and Development Management Division

I. One (1) Project Technical Assistant IV – DFTH (Outsourced)

Basic Salary : Php 31,320/month (SG 13)

Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Electronics and Communications Engineering, Information Technology, Computer Science, Computer Engineering, Public Health, Health Informatics, Biology, Biomedical Engineering, and other health/medical sciences-related courses;
- With experience in Photoshop/video editing/coding;
- Has interest in Artificial Intelligence/digital technology applications in health;
- Well-versed in MS Office and Google Suite Applications;
- Proficient in both oral and written communication;
- With strong coordination skills, attention to details and ability to multitask;
- Ability to work in a dynamic environment and is open to change in responsibilities, and workflows, as needed by the Council.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Duties and Responsibilities

1. Evaluate Grants-In-Aid project proposals and monitor on-going projects in accordance with the Council's established procedures under its Quality Management System;
2. Process project proposals submitted/referred to PCHRD following established procedures;
3. Processes proposals approved for financial assistance;
4. Prepare technical reports on R&D projects and other health related concerns/issues required by the DBM, Congress and external funding agencies;
5. Coordinate with project proponents/researchers regarding concern on proposed/on-going projects;
6. Respond to inquiries by individuals and or project proponents/researchers regarding R&D projects;
7. Provide inputs/updates in the Project Management System (PMS);
8. Provide assistance and/or participate in activities organized by PCHRD; and
9. Perform other duties and functions assigned by the Division Chief/Senior Staff.

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 **July 07, 2023**.

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 (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to:

DR. JAIME C. MONTOYA
Executive Director III



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

In compliance with the guidelines on the nationwide implementation of alert level system for Covid-19 response and to reduce transmission and contact rates among individuals in the workplace, QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

MR. EARVIN JAMES P. MILANTE
Administrative Officer V
Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Date Posted: June 23, 2023