



## **NOTICE OF VACANT POSITION** **As of May 08, 2024**

### **Research and Development Management Division**

#### **I. One (1) Project Technical Assistant IV – Re-emerging and Emerging Disease (Contract of Service)**

**Basic Salary** : Php 37,584/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 Public Health, Biological Sciences, Environmental Health or Life Sciences-related courses, Public/Technology/ R&D Management in Health, Health Systems;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, Suite, and other office/GSuite platforms);
- Has background in project management and has familiarity with R&D project implementation;
- With 4 hours of relevant training;

#### **Duties and Responsibilities**

1. Evaluate project proposals and monitor ongoing 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. Process proposals approved for financial assistance;





4. Prepare technical reports on R&D projects and other health-related concerns/issues required by DBM, Congress, and external funding agencies;
5. Coordinate with project proponents/researchers regarding concerns on proposed/ongoing 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;
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 **May 22, 2024**.

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 (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**



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](mailto:recruitment@pchrd.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

  
**MICHELLE V. ATEINZA**  
Officer-in-charge  
Office of the Executive Director

**Date Posted: May 08, 2024**