



NOTICE OF VACANT POSITION **As of October 16, 2024**

Research and Development Management Division

I. One (1) Project Technical Assistant IV – Re-Emerging and Emerging Diseases (Contract of Service)

Basic Salary: 39,444.00/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, Microbiology, Biological Sciences, or Life-Sciences-related courses;
- 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, GSuite, and other office/GSuite platforms);
- Has background in project management and has familiarity with R&D project implementation; and
- With 4 hours relevant training.

Duties and Responsibilities

1. Plans, evaluates and monitors assigned projects under the Re-Emerging and Emerging Diseases (RED) Program, specifically on the Communicable and Non-Communicable Disease Researches and the Virology and Vaccine Research Program (VRP), and other related projects;
2. Evaluates project proposals and monitor ongoing projects in accordance with the Council's established procedures under its Quality Management System;



3. Processes project proposals submitted/referred to PCHRD following established procedures;
4. Processes proposals approved for financial assistance;
5. Coordinates with project proponents/researchers regarding concerns on proposed/ongoing projects;
6. Responds to inquiries by individuals and/or project proponents/researchers regarding R&D projects;
7. Provides inputs/updates in the Project Management System (PMS);
8. Provides assistance and/or participate in activities organized by PCHRD; and
9. Performs 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 (EEO) 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 **October 30, 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;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period;
4. Photocopy of certificate of eligibility/rating/license;
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

QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

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.

Just
JOANA A. AMERICA
OIC, Office of the Executive Director

Date Posted: October 16, 2024

