



NOTICE OF VACANT PLANTILLA POSITION **As of September 30, 2024**

Research Information, Communication and Utilization Division

I. One (1) Science Research Specialist II

Basic Salary: 41,616.00/ month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-10-1998

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/ Second Level Eligibility
Place of Assignment: Research Information, Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- A graduate of any allied health courses, education, social sciences, natural and formal sciences, media and communication, and business courses;
- With experience in Project Management;
- With experience in the management and enhancement of digital repositories;
- With experience in event organizing, facilitating capacity-building activities, and knowledge in marketing or programs and services;
- Knowledgeable in digital repositories, project management, marketing, event organizing, and capacity building; and
- Knowledgeable in computer office applications (MS Office, GSuite, and other office platforms).

Duties and Responsibilities

1. National Health Research Databases
 - Monitor the implementation of Health Research and Development Information Network (HERDIN) Orientation and Research Camp in the health research community;
 - Lead the conduct of the HERDIN Orientation and Research Camp; and follow up and monitor the output of the partner institutions;



- Promote innovation and forge strategic partnerships for HERDIN enhancement and marketing/dissemination;
- Collaborate closely with the RICUD-ICT for the enhancement and maintenance of HERDIN; and
- Participate and connect with different libraries and information activities to widen the network for information sharing and collaboration.

2. Project Management

- Be conversant with the DOST-GIA Project Management Guidelines and project under IPS which is related to health systems strengthening or health information systems;
- Conduct in-house review of assigned proposals; and prepare well-thought recommendation reports;
- Coordinate the conduct of external peer review; prepare a good synthesis of the reviewers' comments; and closely liaise with the proponents when revisions are called for;
- Where project approval is recommended, prepare the documentation for approval at relevant level (Executive Director; Governing Council);
- Monitor approved projects deliverables stipulated in the MOA; prepare required project status reports; and continuously update the project information in the PMS; and
- Prepare periodic accomplishment reports of the project and ensure the completion of the project within the approved project duration.
- Prepare project proposal for external funding if necessary.

3. Team Leader Tasks

- Implement plans and programs while establishing realistic timelines and schedules to ensure efficient task allocation, effective resource management, and timely project completion.
- Regularly and objectively assess team performance with clear metrics and feedback to highlight strengths and areas for improvement, promoting growth and effectiveness.
- Provide guidance and support to team members to enhance their skills and career growth within the Council.
- Continuously assess processes and guidelines to pinpoint areas that require enhancement, and strategically implement targeted changes that drive efficiency, effectiveness, and overall improvement within the team or the Council.
- Stay informed about the latest industry trends and best practices aligned with the Council's vision and mission.
- Engage team members in decision-making processes.

4. Event Organizing and other tasks

- Facilitate the conduct of activities for continued collaboration with stakeholders e.g. focus group discussion.
- Perform other duties assigned by the Division Chief or Research Information, Communication and Utilization Division.

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 **October 14, 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.

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

Date Posted: **September 30, 2024**

