



NOTICE OF VACANT POSITIONS As of November 15, 2024

Research and Development Management Division

I. Project Technical Assistant IV – Biomedical Engineering for Health Program (Contract of Service)

Basic Salary : Php 39,444 / 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 Bachelor's Degree preferably in BS Biomedical Engineering, BS Biology, and other health/medical sciences-related courses;
- Knowledgeable in Photoshop/Video Editing/Biomedical Engineering;
- Has background in Project Management or previous experience/involvement/units in health research projects/initiatives subjects related to Biomedical Engineering, and other related courses; and
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms).

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 PCHR 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 the DBM, Congress, and external funding agencies;
5. Coordinate with project proponents/researchers regarding concerns 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 PCHR; and
9. Perform other duties and functions assigned by the Division Chief/Senior staff.





Office of the Executive Director

II. Project Technical Specialist II (Contract of Service)

Basic Salary : Php 54,166 / month (SG 17)

Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility
(Preferably but not required)

Preferred Qualifications/ Attributes

- Graduate of Bachelor's Degree in International Studies, Development Communication, Public Administration, Economics, Statistics, Political Science, - or other related and allied courses with emphasis on social development issues, international affairs, program management, project development and research or a related field;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skill, work attitude, and moral character;
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms); and
- Must be coachable, team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Develops and updates the Council's strategic plan, annual thrusts and priorities, sectoral plans, and annual work and financial plan;
2. Monitors and prepares report on the implementation of the Council's plans, and agency performance commitments;
3. Monitors the implementation of the harmonized planning, monitoring, and evaluation system;
4. Serves as Team Leader in Intra-Office Planning and other related activities;
5. Plans, organizes, analyzes the status of the implementation of the plans and programs of all operating units of the Council; integrates the same to PCHRD QMS;
6. Identifies internal and external changes that may affect the Council and its activities, and recommends possible solutions to address those changes;
7. Prepares reports, documents and materials needed for the submissions to top management and concerned agencies;
8. Attends relevant meetings, trainings, and conferences, as assigned by the Executive Director; and
9. Performs other related tasks assigned from time to time.



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 **November 29, 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 (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

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.

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

Date Posted: **November 15, 2024**

