



NOTICE OF VACANT POSITION **As of January 20, 2025**

Research and Development Management Division

I. One (1) Project Technical Assistant IV – Nutrition and Food Safety Program (Contract of Service)

Basic Salary: 41,305.00/ 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

- Bachelor's degree preferably in Food Science/Technology, Agriculture, Microbiology, Nutrition, and other life sciences-related courses;
- Has background in project management or previous experience/involvements/units in health research projects/initiatives related to Nutrition and Food Safety, and other 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; and
- Knowledgeable in computer office applications (MS Office, Suite, and other office/GSuite 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.

DOST-PCHR 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-PCHR 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 **February 3, 2025**.

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@pchr.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


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

Date Posted: January 20, 2025