



NOTICE OF VACANT PLANTILLA POSITION **As of January 27, 2025**

Institution Development Division

I. One (1) Science Research Specialist II

Basic Salary: 43,560.00/ month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-17-1998

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: Institution Development Division, PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree in Health Sciences or any health-related courses;
- Preferably with work experience in handling health R&D programs/projects and networking;
- Has strong organizational, time management and presentation skills;
- With good decision making and analytical skills;
- With excellent interpersonal skills and positive work attitude, and moral character;
- Proficient in both oral and written communication skills;
- 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. Supports the operations of the Philippine National Health Research System (PNHRS) implementation;
2. Assists in the implementation/coordination of programs, projects, and activities aligned with and supportive of the PNHRS strategic directions;
3. Acts as the overall Secretariat of PNHRS Capacity Building Committee (CBC);





4. Acts as the Program Head of the Health Research Capacity Building Grant Program
 - a. Develop plans and strategies to effectively implement, disseminate, and promote the program;
 - b. Provides technical and administrative support in implementing and coordinating the program;
 - c. Reviews and evaluates the mechanics/process for the administration of the program, as the need arises;
 - d. Manages the project officers in processing, evaluating, approving, and monitoring their assigned projects/proposals;
 - e. Reviews pertinent grant approval documents for subsequent actions, and other related requests/concerns from proponents and partner institutions;
 - f. Monitors the organization, facilitation, and documentation of orientations and meetings to ensure smooth and timely of project activities;
 - g. Prepares a databank and/or filing system for all pertinent documents related to the program;
 - h. Plans budget allocation for cash programming;
 - i. Prepares/submits reports related to the program, as needed;
 - j. Manages customer feedback for the program;
 - k. Resolves issues/conflicts related to the program; and
5. Performs other related functions that may be 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 **February 10, 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@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


ULLYANN C. GARCIA
Officer-in-Charge, Office of the
Executive Director

Date Posted: January 27, 2025