NOTICE OF VACANT POSITION
As of <u>February 16, 2022</u>

<u>Institution Development Division</u>

One (1) Project Administrative Assistant II (Outsourced)

Basic Salary   **:** Php 25,439/month

Qualification Standard

Education:	Bachelor's degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Business Administration and other related courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character; and
- Can work with less supervision

Duties and responsibilities

1. Takes charge of receiving, recording and disseminating communications and other documents received by IDD;

2. Assists the IDD Chief, Supervising SRS and other staff in coordinating activities carried out by IDD;

3. Assists the IDD Chief, Supervising SRS and other staff in taking detailed minutes and preparation of liquidation reports; and

4. Performs specific tasks that may be assigned by IDD Chief, Supervising SRS, SSRS or other IDD staff.

One (1) Project Technical Assistant IV (Outsourced) - Scholarship

Basic Salary   **:** Php 29,798/month

Qualification Standard

Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
www.pchrd.dost.gov.ph

Tel. Nos.: (02) 8-837-7534 to 37; (02) 8-837-0031; (02) 8-837-0087;
          (02) 8-837-2924; (02) 8-837-2931
Fax. No.: (02) 8-837-2942

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Public Health and other Health related courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character; and
- Can work with less supervision

Duties and responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the Scholarship Programs;

2. Assist in the dissemination of scholarship, fellowship, thesis and dissertation grants support for early career researchers, and other programs of IDD to prospective grantees and institutions interested in health research;

3. Prepares the mechanics for the selection of qualifiers and administration of scholarship, fellowship and thesis dissertation assistance;

4. Assist in the initial applications review and prepares documents for subsequent actions;

5. Undertake timely processing of applications/nominations;

6. Assist in organizing and coordinating meetings with institutions, scholars/fellows, DOST-SEI, RHRDCs, and other relevant stakeholders;

7. Monitor progress of all grantees/scholars and their research initiatives and activities;

8. Evaluate completeness or requirements necessary for facilitating fund releases to scholars;

9. Reviews and recommends approval of the release of financial grants/privileges of PCHRD Scholars;

10. Prepare relevant documents including letters, reports, and minutes of the meetings;

11. Maintain database and filing system for all pertinent documents; and

12. Perform other related functions which may be assigned from time to time

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One (1) Project Technical Assistant IV (Outsourced) – Information Technology

Basic Salary **:** Php 29,798/month

Qualification Standard

Education:	Bachelor's degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Information Technology, Computer Science, Computer Engineering and other related courses;
- At least 1 year experience of OOP PHP Programming Language, HTML, CSS; and
- Knowledgeable in PHP Frameworks: Laravel (Preferably)

Duties and responsibilities

1. Information Systems Development

   a. Write, update, and maintain computer programs or software packages to handle specific jobs;

   b. Write, analyze, review and rewrite programs using workflow chart and diagram applying knowledge of computer capabilities, subject matter, and symbolic logic;

   c. Consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes;

   d. Perform system analysis and programming tasks to maintain and control the use of computer systems software;

2. Information Systems Documentations

   a. Compile and write documentations of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand program;

3. Information Systems Maintenance and Enhancement; and

4. Other duties that may be assigned from time to time.

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One (1) Project Technical Assistant III (Outsourced) – Ethics

Basic Salary : Php 27,608/month

Qualification Standard

Education:	Bachelor's degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Public Health and other Health related courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character; and
- Can work with less supervision

Duties and responsibilities

1. Assist in the conduct of PHREB accreditation Level III

    a. Receives/process requests applications for Level 3 accreditation;

    b. Schedules accreditation visits and assigns/coordinates with accreditors;

    c. Prepares documents like agenda, visit schedules reports related to accreditation visits;

    d. Updates accreditation portal;

2. Assist in the PHREB/REMBs meeting;

    a. Organizes PHREB quarter/special meetings and prepares other logistics;

    b. Prepares agenda, minutes of the meeting, and other documents for the meeting;

    c. Prepares SOs, activity proposals, slide presentations, and other reports for PHREB and REMBs activities;

    d. Answers queries (emails, phone calls, etc.) regarding ethics;

    e. Prepares/consolidates reports on ethics for ED, PNHRS, PCHRD, PHREB reports, etc.; and

3. Performs other tasks that may be assigned by the supervisors, Division Chief, etc.

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One (1) Project Technical Assistant IV (Outsourced) – International Collab Scholarship

Basic Salary   **:** Php 29,798/month

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in health-related or any relevant courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character; and
- Can work with less supervision

Duties and responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the support for early career researchers program and scholarship programs with international partners;

2. Coordinate with international partners, scholars, and other relevant stakeholders;

3. Assist in the dissemination of scholarship, fellowship, support for early career researchers, and other programs of IDD prospective grantees and institutions interested in health research;

4. Assist in the initial applications review and prepares documents for subsequent actions;

5. Assist in organizing and coordinating meetings with partner institutions, scholars/fellows, DOST-SEI, RHRDCs, and other relevant stakeholders;

6. Monitor progress of all grantees/scholars and their research initiatives and activities;

7. Maintain database and filing system for all pertinent documents;

8. Undertake timely processing of applications/nominations;

9. Prepare relevant documents including letters, reports, and minutes of the meetings; and

10. Evaluate completeness of requirements necessary for facilitating fund releases to scholars.

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 **March 1, 2022**.

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; and
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :
                         DR. JAIME C. MONTOYA
                         Executive Director

In compliance with the community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

MS. JESSAMYN BUCLATIN
ACCOUNTANT III
OIC - Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
Bicutan, Taguig City
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Date Posted: _____

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