



NOTICE OF VACANT PLANTILLA POSITION As of May 16, 2022

Institution Development Division

I. One (1) Chief Science Research Specialist (Plantilla)

Basic Salary: P88,410.00/ month (SG 24)
Plantilla Item No.: PCHRDB-CSRS-2-1998

Qualification Standard

Education: Master's degree or Certificate in Leadership and Management from the CSC
Experience: 4 years of supervisory / management experience
Training: 40 hours of supervisory / management learning and development intervention
Eligibility: Career Service Professional / Second Level eligibility
Competency: Core, Leadership and Technical
Place of Assignment Institution Development Division, PCHRD Office

Preferred Qualifications/ Attributes

- Master's Degree Graduate in health-related sciences
- Preferably has a Certificate of Leadership and Management from CSC
- Relevant skills and experience in networking / collaboration
- With relevant training in ethics in health research
- Must be excellent in MS Office applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communications
- With good interpersonal skill, attitude and moral character.

Duties and Responsibilities

1. Direct and supervise the human resources and network institution development programs of the PCHRD's Institution Development Division (IDD), e.g. scholarships, fellowships, awards etc.
2. Provide overall direction/supervision in the monitoring and evaluation of Human Resources and Network/Institution Development programs of the Council.
3. Formulate strategies/interventions for the effective management of capacity building and network institution development programs and projects supported and monitored by the Council.
4. Direct the development and implementation of priority/special capacity building and network and institution development programs and activities.



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5. Supervise the creation/enhancement and maintenance of a database of researchers/research experts/research institutions and regional consortia/ethics databases and portals.
6. Provide strategic direction to support the management and operation/implementation of:
 - 6.1 Regional Health Research and Development Consortia (RHRDC)
 - 6.2 The Philippine Health Research Ethics Board (PHREB) and its Committees including the Regional Ethics Monitoring Boards (REMBs)
 - 6.3 Philippine National Health Research Systems (PNHRS) as the Lead Secretariat
 - 6.4 PNHRS Capacity Building Committee
7. Foster collaborations and strong partnerships (local, regional, national and international) with relevant stakeholders to develop a critical mass of researchers, research institutions, and regional consortia along with the country's identified priority health problems.
8. Source out funds for health research capacity building and network and institution development programs aligned with the needs identified as priorities under NUHRA/HNRDA.
9. Manage and monitor the implementation of the WHO-assisted project, ASEAN Network for Drugs, Diagnostics, Vaccines and Traditional Medicine Innovation (ASEAN- NDI) and other capacity building and network/institution development programs with relevant stakeholders/partners.
10. Perform other duties and functions assigned by the Executive Director.

Research and Development Management Division

II. One (1) Supervising Science Research Specialist (Plantilla)

Basic Salary: P69,963.00/ month (SG 22)
Plantilla Item No.: PCHRDB-SVSRS-1-1998

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service Professional / Second Level eligibility
Competency: Core, Leadership and Technical
Place of Assignment Research and Development Management Division, PCHRD Office



Preferred Qualifications/ Attributes

- Bachelor's Degree in any Life Science, Health, Health Technology and Innovation-related course (preferably with post-graduate degree in R&D Management, Public Management in Health or similar);
- Strong background in R&D Management and Administration, and Project Management
- With excellent and proven leadership and management skills (strategic thinking and planning, decision-making, conflict resolution, technical/financial negotiations, etc.)
- Proficient in oral/verbal, written and electronic communication;
- Demonstrates strong work ethics, positive attitude, and creativity
- Knowledgeable/adept in office tools and applications.

Duties and Responsibilities

1. Supervise and oversee all activities of the Research and Development Management Division- its programs and personnel, by planning and implementing necessary and applicable strategies to meet division objectives and timely submission of deliverables.
2. Spearhead the overall planning, management, monitoring, and evaluation of RDMD programs and projects including budget targeting and utilization by developing and maintaining database and/or other applicable resource for program/project/budget listing, tracking, updating, and submission.
3. Spearhead the implementation of and compliance of the division to the Council's Quality Management System (QMS).
4. Lead and participate in activities relating to research agenda setting, prioritization, and management under the Philippine National Health Research System (PNHRS) specifically the Research Agenda Management Committee (RAMC).
5. Consolidate and prepare reports and summaries of RDMD activities – both technical and financial, in accordance to the requested format by requesting body or agency. Coordinate with Program Heads and Project Managers.
6. Facilitate en banc evaluation of projects and provide technical inputs during evaluation, implementation, and monitoring of researches. Review and submit recommendations to Chief SRS.
7. Attend identified local or international R&D-related functions, trainings, and activities. Provide and/or give presentations on subject matter/s as requested and called upon by the activity.
8. Undertake and perform other related duties and functions within the scope/grade of the position or as assigned by the Chief SRS.



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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 (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 **May 30, 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 III

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:

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
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 III

Date Posted: May 16, 2022