Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS
As of May 13, 2022

Institution Development Division

I. **One (1) Project Technical Assistant IV (Outsourced) – HRD International Collaboration**

Basic Salary: P29,798.00/ 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 Health or any related course;
- Has the ability to think logically and understand complex ideas and data;
- With good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- With good interpersonal skill, work attitude, and moral character;
- Proficient in both oral and written communications;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the international collaboration, PNHRS Capacity Building Committee, and other capacity building projects/programs.
2. Coordinate with international partners, consultants, scholars, and other relevant stakeholders.
3. Assist in the dissemination of IDD and PNHRS projects and programs to prospective grantees and institutions interested in health research.
4. Assist in the review and/or preparation of documents for subsequent actions.
5. Assist in organizing and coordinating meetings with international and local partner institutions, scholars/fellows, RHRDCs, PNHRS committees, and other relevant stakeholders.
6. Monitor progress of all projects/programs assigned.
7. Maintain database and filing system for all pertinent documents.
8. Prepare relevant documents including letters, reports, and minutes of the meetings.
9. Perform other related functions which may be assigned from time to time by the Supervisor and/or Division Chief.

II. **One (1) Project Technical Assistant IV (Outsourced) – HRD-Scholarship**

Basic Salary: P29,798.00/ 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 Health or any related course;
- Has the ability to think logically and understand complex ideas and data;
- With good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- With good interpersonal skill, work attitude, and moral character;
- Proficient in both oral and written communications;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the fellowship and scholarship programs.
2. Coordinate with international partners, local institutions, scholars, and other relevant stakeholders.
3. Assist in the dissemination scholarship, fellowship and other programs of IDD to 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.
10. Perform other related functions which may be assigned from time to time by the Supervisor and/or Division Chief.

III. **One (1) Project Technical Assistant IV (Outsourced) - HRD-IT**

Basic Salary: P29,798.00/ 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 BS Information Technology, BS Computer Science, BS Computer Engineering and other related courses;
- With at least one (1) year experience of OOP PHP Programming Language, HTML, CSS
- Knowledgeable in PHP Frameworks: Laravel (Preferably)
- Has the ability to think logically and understand complex ideas and data;
- With good organizational, time management, and presentation skills;
- With good interpersonal skill, work attitude, and moral character;
- Proficient in both oral and written communications;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

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 Documentation
   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
4. Perform other related functions which may be assigned from time to time by the Supervisor and/or Division Chief.

IV. **One (1) Project Technical Assistant IV (Outsourced) – Ethics**

Basic Salary: P29,798.00/ 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 Health or any related course;
- Has the ability to think logically and understand complex ideas and data;
- With good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- With good interpersonal skills, work attitude, and moral character;
- Proficient in both oral and written communications;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Performs secretariat functions in preparing necessary documents (including slide presentations, agenda and liquidation reports), and organizing/documenting meetings of the National Ethics Committee
2. Updates/maintains the Philippine Health Research Ethics Portal.
3. Accept research proposals for NEC review.
4. Assists in monitoring progress of NEC approved research protocols.
5. Prepares communications and other reports related to research ethics.
6. Answers queries pertaining to ethics.
7. Manages the activities of the PHREB Committee on Networking.
   a. Prepare communications, meeting minutes, activity proposals, memorandum to the Executive Director, Line Item Budget, payment of honoraria of members.
   b. Organize meetings, prepare logistics, and coordinate with other ethics committees and stakeholders.
8. Assist in the conduct of other PHREB Committees as needed.
9. Evaluate ethics research proposals for funding and monitor the conduct of the research.
   a. Prepare communications, quarter and final evaluation reports and other reports as needed.
10. Performs other related functions which may be assigned from time to time by the Supervisor, the Division Chief, Executive Director and the Chair of PHREB and its committees.

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

Basic Salary: P27,608.00/ month (SG 12)
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 Health or any related course;
- Has the ability to think logically and understand complex ideas and data;
- With good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- With good interpersonal skills, work attitude, and moral character;
- Proficient in both oral and written communications;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

A. Assist in the conduct of PHREB accreditation Level III
   1. Receives/process requests applications for Level 3 accreditation;
   2. Schedules accreditation visits and assigns/coordinates with accreditors;
   3. Prepares documents like agenda, visit schedules reports related to accreditation visits; and
   4. Updates accreditation portal.

B. Assist in the PHREB/REMBs meeting
   1. Organizes PHREB quarter/special meetings and prepares other logistics;
   2. Prepares agenda, minutes of the meeting, and other documents for the meeting;
   3. Prepares SOs, activity proposals, slide presentations, and other reports for PHREB and REMBs activities;
   4. Answers queries (emails, phone calls, etc.) regarding ethics;
   5. Prepares/consolidates reports on ethics for the Executive Director, PNHRS, PCHRD, PHREB reports, etc.

C. Perform other related functions which may be assigned from time to time by the Supervisor, the Division Chief, etc.

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Research and Development Management Division

I. One (1) Project Technical Assistant IV (Outsourced) - DRR

Basic Salary: P29,798.00/ 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 Public Health, Environmental Science, Biology, Environmental Engineering;
- Preferably with prior experience in Project Management/Monitoring, Grant Administration or in the pharmaceutical or clinical research industry;
- With good decision making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision; and
- Knowledgeable in MS office applications.

Duties and Responsibilities

1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows.
   a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness.
   b. Facilitating external reviews with identified technical/field experts.
   c. Preparing applicable documents and materials prior, during, and after the evaluation process.
   d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.
   e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews.

f. Presenting project and budget to division chief and/or senior staff, PNHRS GC, and DOST EXECOM for approval.
g. Assisting in the processing of MOA and fund releases.

2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:
   a. Developing an M&E plan for each assigned project.
   b. Conducting site and institutional visits as necessary. Preparing site visit reports.
   c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments.
   d. Resolving conflicts and issues related to project implementation.

3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.

4. Perform other duties and functions as assigned by the division chief or immediate head.

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 **May 27, 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 (if available); 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

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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 13, 2022