



NOTICE OF VACANT POSITIONS As of September 12, 2022

Research and Development Management Division

I. One (1) Science Research Specialist II – RED (Contract of Service)

Basic Salary: 45,780/month (SG 16)
Plantilla Item No.: N/A

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 (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in BS Biology, BS Microbiology, BS Public Health or any related courses
- One (1) year of relevant experience in any of the following: developing and implementing strategies for marketing of technologies and for engaging businesses, sales or closing of product /technology offers, or pitching to/negotiating with businesses
- Has strong interpersonal skills
- Able to work in a team, but can also work independently with minimum supervision and can work under pressure
- Proficient in oral and written communication
- Proficient in Microsoft applications (Word, Excel, and PowerPoint, etc)
- Preferably with skills in multimedia presentations/editing/graphics

Duties and Responsibilities

1. Ensures compliance of the Council to its mandates, Quality Management System (QMS), ISO procedures, and manual of operations with regard to project management, documentation, processing, etc.
 - a. Aids in setting S&T and R&D priority areas in alignment to DOST's 2017-2022 Harmonized National R&D Agenda (HNRDA) and 2017-2022 National Unified Health Research Agenda (NUHRA);
 - b. Generates data and reports for financial planning (quarterly, annually, multi-year), fund allocation (i.e. PCHRD-GIA), and budget utilization;

- c. Participates in regular organizational/ sectoral planning (e.g. SWOT analysis, risk setting and management, Call for Proposals plan and preparations), internal and external audits, and organized conferences/ seminars/ workshops/ exhibits of the Council.
2. Monitors and evaluates assigned R&D projects
- a. Prepares technical reports, shared sheets/ databases and matrices and provides project updates/ briefs as required by DOST Secretary, Department of Health, Congress, Senate and/or the Office of the President;
 - b. Coordinates closely with Project Leaders and project team members for regular updating, project planning and reporting, conflict resolution, dissemination, etc.;
 - c. Facilitates pre-implementation meetings to orient project personnel with DOST-GIA guidelines, DOST M&E protocol, DOST IP Policy, PCHRD documentary requirements, protocols and other pertinent procedures;
 - d. Conducts field monitoring, site and institutional visits and prepares documentation reports;
 - e. Reviews quarterly and terminal technical and financial reports of projects and assesses their accomplishments against the required deliverables/ outputs in the approved work plan; Concurrently subjects the reports to external evaluation (i.e. R&D consultants, technical experts);
 - f. Facilitates the preparation of approval documents (i.e. MOA, supplemental MOA, Conforme) and processes release of project funds (i.e. in tranches) and consultancy payments in cooperation with PCHRD's and DOST's Finance and Administrative Division (FAD);
 - g. Examines and processes requests for budget realignment, extension, change in project activity, among others given sufficient justifications; Recommends and presents the requests to PCHRD Executive Director, PCHRD Governing Council and/or DOST Executive Committee (EXECOM) as necessary;
 - h. Assists the team in terms of research utilization, dissemination, technology transfer and/or commercialization with the supervision of PCHRD's Research Information, Communication, and Utilization Division (RICUD).
3. Processes and evaluates health research proposals in accordance to PCHRD and DOST review mechanism, DOST GIA Guidelines, and other related governmental rules and regulations.
- a. Screens proposals based on the following: completeness of requirements, prior art search and duplication check results, alignment to set S&T priority areas; technical competency, plans for data processing and research utilization, DOST 6Ps metrics, budgetary requirements, ethics and biosafety, if applicable, collaboration with local and international institutions, and market prospects;
 - b. Facilitates external evaluation with partner scientists, technical experts, and consultants;
 - c. Checks revised proposal based on consolidated internal and external remarks and provides appropriate recommendations to Program Manager/ Coordinator and Division Chief;

- d. Presents and defends the final proposal, work plan, and Line-Item-Budget before the PCHRD's Executive Director, PCHRD's Governing Council, DOST EXECOM for approval/ conditional approval/ disapproval.
4. Performs other duties and functions assigned by the Division Chief or Director (e.g. functions as Secretariat for Governing Council meeting, serves as technical documenter in forums/ conferences, comments on designated position papers).

II. One (1) Science Research Specialist I - Mental Health Program (Contract of Service)

Basic Salary : Php 35,758/month (SG 13)
Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Graduate of Psychology, Behavioral Sciences, Public Health, Social Sciences or related life science and health courses;
- 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;
- Knowledgeable in computer office applications (MS Office and GSuite platforms)
- Preferably has a background in project management and familiar with the implementation of R&D project;

Duties and Responsibilities

1. Evaluate project proposals and monitor ongoing projects in accordance with the Council's established procedures under its Quality Management System;
2. Process project proposals submitted/referred to PCHRD following established procedures;
3. Process proposals approved for financial assistance.
4. Prepare technical reports on R and D projects and other health-related concerns/issues required by DBM, Congress, and external funding agencies.
5. Coordinate with project proponents/researchers regarding concerns on proposed/ongoing projects.
6. Respond to inquiries by individuals and or project proponents/researchers regarding R and D projects.
7. Provide inputs/updates in the Project Management System (PMS).

8. Provide assistance and or participate in activities organized by PCHRD.
9. Perform other duties and functions assigned by the Division Chief/Senior staff

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 **September 26, 2022**.

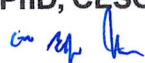
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license (if applicable);
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

In compliance with the guidelines on the nationwide implementation of alert level system for Covid-19 response and to reduce transmission and contact rates among individuals in the workplace, 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
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Date Posted: September 12, 2022