



NOTICE OF VACANT PLANTILLA POSITIONS As of October 3, 2022

Research and Development Management Division

I. One (1) Senior Science Research Specialist

Basic Salary: 49,835.00/month (SG 19)
Plantilla Item No.: PCHRDB-SRSRS-1-2022

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment: Research and Development Management Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health sciences or Life-sciences related courses;
- Preferably with post-graduate units or degree in Health or Life-sciences related courses, Public Management in Health, Health Systems or R&D Management;
- With prior experience in handling projects and project managers preferably in the field of health-related R&D grants management;
- With good decision-making and analytical thinking skills;
- With excellent interpersonal, oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, results-oriented and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Lead the activities of Section on R&D Program areas related to Advanced Technologies for Health and supervise Program Managers in planning and implementing activities in the R&D Programs areas of the Section in accordance with

the Council's established Quality Management System and to ensure attainment of Program targets;

2. Oversee the planning, management, monitoring, and evaluation of R&D Programs areas and projects of the Section including budget targeting and utilization in coordination with the Supervising SRS, and ensure implementation and timely updating of RDMD planning and project databases;
3. Ensure implementation and compliance of the Program Managers and Project Managers to the Council's Quality Management System (QMS);
4. Coordinate with Section's Program Managers in the preparation of technical and financial reports of concerned R&D Programs areas in accordance with the requirements of the requesting body or agency;
5. Facilitate en banc evaluation meetings in concerned R&D Program areas, provide technical inputs during evaluation, implementation and monitoring of researches, and review and submit recommendation to the Supervising SRS and Chief SRS;
6. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
7. Undertake and performs other related duties and functions within the scope/grade of the position or as assigned by the Supervising SRS and/or Chief SRS.

II. One (1) Senior Science Research Specialist

Basic Salary: 49,835.00/month (SG 19)
Plantilla Item No.: PCHRDB-SRSRS-3-1998

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment Research and Development Management Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health sciences or Life-sciences related courses;
- Preferably with post-graduate units or degree in Health or Life-sciences related courses, Public Management in Health, Health Systems or R&D Management;
- With prior experience in handling projects and project managers preferably in the field of health-related R&D grants management;
- With good decision-making and analytical thinking skills;
- With excellent interpersonal, oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, results-oriented and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Lead the activities of Section on R&D Program areas related to General Health and Wellness and supervise Program Managers in planning and implementing activities in the R&D Programs areas of the Section in accordance with the Council's established Quality Management System and to ensure attainment of Program targets;
2. Oversee the planning, management, monitoring, and evaluation of R&D Program areas and projects of the Section including budget targeting and utilization in coordination with the Supervising SRS, and ensure implementation and timely updating of RDMD planning and project databases;
3. Ensure implementation and compliance of the Program Managers and Project Managers to the Council's Quality Management System (QMS);
4. Coordinate with Section's Program Managers in the preparation of technical and financial reports of concerned R&D Program areas in accordance with the requirements of the requesting body or agency;
5. Facilitate en banc evaluation meetings in concerned R&D Program areas, provide technical inputs during evaluation, implementation and monitoring of researches, and review and submit recommendation to the Supervising SRS and Chief SRS;
6. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
7. Undertake and perform other related duties and functions within the scope/grade of the position or as assigned by the Supervising SRS and/or Chief SRS.

III. One (1) Science Research Specialist II

Basic Salary: 38,150.00/month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-12-1998

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: Research and Development Management Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health sciences or Life-sciences related courses;
- Preferably with post-graduate units or degree in Health or Life-sciences related courses, Public Management in Health, Health Systems or R&D Management;
- With prior experience in handling projects preferably in the field of health-related R&D;
- Preferably with prior experience in handling project managers;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Serve as overall R&D Program Manager for Drug Discovery and Development and/or other programs related to General Health and Wellness by overseeing and coordinating their assessment, monitoring, and reporting in accordance with the Council's established Quality Management System and to ensure attainment of Program targets, including but not limited to:
 - a. R&D investment agenda setting and evaluation
 - b. Identification of R&D areas for funding
 - c. Evaluation of proposals submitting for funding
 - d. Monitoring of on-going projects
 - e. Resources planning
2. Oversee activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring of ongoing projects;

3. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Section Head (Senior SRS);
4. Coordinate preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
6. Responding to inquiries by individuals and or project proponents/researchers regarding R and D projects;
7. Assist RDMD Section Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;
8. Provide inputs/updates in the Project Management System (PMS);
9. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
10. Provide assistance and or participate in activities organized by PCHRD;
11. Perform other duties and functions assigned by the Division Chief/Senior staff.

IV. One (1) Science Research Specialist II

Basic Salary: 38,150.00/month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-14-1998

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 Research and Development Management Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health sciences or Life-sciences related courses;
- Preferably with post-graduate units or degree in Health or Life-sciences related courses, Public Management in Health, Health Systems or R&D Management;
- With prior experience in handling projects preferably in the field of health-related R&D;
- Preferably with prior experience in handling project managers;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Serve as overall R&D Program Manager for Omic Technologies for Health and/or Biomedical Devices Engineering for Health by overseeing and coordinating their assessment, monitoring, and reporting in accordance with the Council's established Quality Management System and to ensure attainment of Program targets, including but not limited to:
 - a. R&D investment agenda setting and evaluation
 - b. Identification of R&D areas for funding
 - c. Evaluation of proposals submitting for funding
 - d. Monitoring of on-going projects
 - e. Resources planning
2. Oversee activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring of ongoing projects;
3. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Section Head (Senior SRS);
4. Coordinate preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
6. Responding to inquiries by individuals and or project proponents/researchers regarding R and D projects;
7. Assist RDMD Section Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;

8. Provide inputs/updates in the Project Management System (PMS);
9. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
10. Provide assistance and or participate in activities organized by PCHRD;
11. Perform other duties and functions assigned by the Division Chief/Senior staff.

V. One (1) Science Research Specialist II

Basic Salary: 38,150.00/month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-15-1998

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 Research and Development Management Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health sciences or Life-sciences related courses;
- Preferably with post-graduate units or degree in Health or Life sciences-related courses, Public Management in Health, Health Systems or R&D Management;
- With prior experience in handling projects preferably in the field of health-related R&D;
- Preferably with prior experience in handling project managers;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Serve as overall R&D Program Manager for Emerging Areas in Health-related projects by overseeing and coordinating their assessment, monitoring, and reporting in accordance with the Council's established Quality Management System and to ensure attainment of Program targets, including but not limited to:
 - a. R&D investment agenda setting and evaluation

- b. Identification of R&D areas for funding
 - c. Evaluation of proposals submitting for funding
 - d. Monitoring of on-going projects
 - e. Resources planning
- 2. Oversee activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring of ongoing projects;
- 3. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Section Head (Senior SRS);
- 4. Coordinate preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
- 5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
- 6. Responding to inquiries by individuals and or project proponents/researchers regarding R and D projects;
- 7. Assist RDMD Section Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;
- 8. Provide inputs/updates in the Project Management System (PMS);
- 9. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
- 10. Provide assistance and or participate in activities organized by PCHRD;
- 11. Perform other duties and functions assigned by the Division Chief/Senior staff.

Research Information Communication and Utilization Division

I. One (1) Science Research Specialist II

Basic Salary: 38,150.00/month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-2-2022

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: Research Information Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Health Economics or Health-related courses;
- With experience in Project Management;
- With exceptional communication, interpersonal, and decision-making skills;
- Knowledgeable in intellectual property protection, health technology management and communication

Duties and Responsibilities

1. Monitor and evaluate implementation of IPTM Programs;
2. Update PCHRD Innovation Portfolio;
3. Provide technical, administrative and secretariat support to IPTM program activities or projects;
4. Facilitate/assist in the conduct of IPTM activities including PNHRs Resource Mobilization Committee activities;
5. Perform other duties assigned by IPTM Unit Head and Division Chief.

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 **October 17, 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;
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

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.


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

Date Posted: October 3, 2022