



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS As of October 27, 2022

Research Information Communication and Utilization Division

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

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

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Graduate of any health related or business-related courses
- Preferably with experience in Project Management
- With exceptional communication, interpersonal, and decision-making skills
- Knowledgeable in technology business incubation and commercialization
- Has interpersonal skills and able to work in a team

Duties and Responsibilities

1. Provide technical, administrative and secretariat support to HeaRTNovation Hubs activities or projects.
2. Assist in framework development and program guidelines formulation.
3. Facilitate conduct of consultation meetings and institutional visits of the research team.
4. Conduct collaborative activities with health institutions/hospitals and other stakeholders in health technology commercialization. Perform other duties assigned by the immediate supervisor and Division Chief from time to time.
5. Perform other duties assigned by the immediate supervisor and Division Chief from time to time.

II. Two (2) Project Technical Specialist I – Communication (Outsourced)

Basic Salary: 38,150/month (SG 16)
Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Mass Communication/Development Communication or any communication-related courses
- At least 1 year work experience in writing for quad media and organizing events
- Strong interest in Health Science
- Familiar with latest updates on SEO, SEM, email, advertising campaigns, and social media trends
- Can work under pressure and in minimal supervision
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the communication unit of the Council;
2. Produce articles for publication in print and online;
3. Conceptualizes, develops, and implements promotional materials such as videos, animations, documentaries, etc.;
4. Write and proofread content, press release, and other types of contents as needed;
5. Assists in the development of contents of PCHRD Social Media pages;
6. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
7. Analyzes social media and websites activity reports to continuously improve the visibility of the Council;
8. Perform other duties and functions assigned from time to time.

Research and Development Management Division

I. One (1) Project Development Officer III (Contract of Service)

Basic Salary: Php 54,244/month (SG 18)
Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in medical-related courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizations, 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. Development/Review of Terms of References/Project Briefs

- a. Assist in the development/review/revision of TOR/project briefs with the DOH Program Manager concerned;
- b. Coordinate with internal DOH units (i.e. programs) and PCHRD (when necessary) on the development and finalization of the TOR;
- c. Facilitates approval of Terms of References/project briefs

2. Review and approval of research proposals/inception reports

- a. Ensure completeness of document submission from PCHRD and other institutional partners;
- b. Conduct preliminary reviews of research proposals/inception reports provide technical input as deemed necessary;
- c. Facilitate and coordinate technical review of other DOH units;
- d. Participate in en banc review as a technical reviewer and represent HPDPB-HRB if necessary;
- e. Document agreements and action points emanating from an end banc reviews of research proposals

3. Support oversight by HPDPB-HRD of AHEAD project implementation

- a. Develop, adapt, refine and maintain collaborative tools and systems to generate program dashboard and progress reports
- b. Monitor overall plan and program implementation based on KPIs
- c. Consolidate progress reports into comprehensive Program report on a quarterly basis (highlighting positive accomplishments, areas with issues,

risks or that need improvement, and actions needed from top management to keep the program on track)

- d. Schedule, hold and document meetings of the Advisory and Management Committee
- e. Identify risks and/or issues during the program implementation both internal and external to DOH and progress solutions/action points

4. Acceptance of final report

- a. Ensure completeness of document submission from PCHR;
- b. Conduct preliminary review of final reports and other deliverables and provide technical input as deemed necessary;
- c. Participate in en banc reviews as technical reviewer and represent HPDPB-HRD if necessary;
- d. Document agreements and action points emanating from en banc reviews of final report;
- e. Act on identified action points for HPDPB-HRD

5. Other related tasks

- a. Provide inputs to policies in establishing procedures to further improve research management process;
- b. Maintain tracking of all research projects (TORs, contracts/MOAs and correspondence and other pertinent files).
- c. Performs other duties and functions assigned from time to time by the Chief Science Research Specialist and the immediate supervisor/s.

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 **November 10, 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 available);
4. Photocopy of certificate of eligibility/rating/license (if available);
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. MONTOKA 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 III *cm* *sp* *lt*

Date Posted: October 27, 2022