



NOTICE OF VACANT POSITIONS

As of February 17, 2023

Office of the Executive Director

I. One (1) Science Research Specialist I

Basic Salary : Php 37,584/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 Life/Health Sciences and development courses;
- Knowledgeable in health technology assessment and impact evaluation;
- With experience in project management and networking;
- Possesses good writing skills such as the capability to write reports and correspondences;
- With good interpersonal skills such as the capability to inquire from users specific and probing questions in order to obtain the exact need;
- With initiative and creativity to effectively accomplish tasks requiring a high degree of accuracy and attention to detail;
- Can work independently with minimal supervision.

Duties and Responsibilities

1. Provides project management including development of inception report, day to day operation of PCHRD Health Technology Assessment Research Agenda;
2. Performs secretariat and technical support staff for HTA program and HTAC;
3. Performs initial review and evaluation of project proposals and projects;
4. Provides support for the development of project concepts by interested researchers from public and private institutions in relation to solicited HTA proposals; and
5. Performs other related duties and tasks that are assigned from time to time by the immediate supervisor.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

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 **March 03, 2023**.

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.


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

Date Posted: February 17, 2023