



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITION As of April 11, 2023

Research Information Communication and Utilization Division

I. One (1) Senior Science Research Specialist

Basic Salary: 51,357/month (SG 19)
Plantilla Item No.: PCHRDB-SRSRS-6-1998

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 Information Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Communication or other related courses;
- Preferably with at least 3 years experience in conceptualizing and implementing communication programs and activities;
- Strong planning and organizing skills;
- Proficient in both oral and written communication;
- With excellent decision-making and analytical thinking skills;
- With excellent interpersonal skills;
- With strong work ethics and positive attitude;
- Proactive, results-oriented and can work under pressure with minimum supervision;
- With working knowledge of MS Office Applications (Word, Excel and PowerPoint).

Duties and Responsibilities

1. Leads the Communication Unit
 - Develops plans and strategies that will lead to attaining the corporate objectives
 - Ensures the implementation of Communication plans and programs
 - Monitors and reviews the implementation of Communication plans and activities
 - Conceptualizes, writes, and edits print and online publications such as annual reports, brochures, flyers, and proceedings

- Organizes and implements activities including symposia, fora, workshops, press conferences, technology fairs and exhibits to disseminate research results
 - Supervises the evaluation, facilitates approval and fund releases, and monitors dissemination programs supported under GIA
2. Coordinates and lends expertise to other units of the agency on matters pertaining to his/her area of specialization
 3. Performs other functions assigned by the Division Chief from time to time

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 (EEO) 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 **April 25, 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;
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 III

Date Posted: April 11, 2023