



## NOTICE OF VACANT POSITION As of April 24, 2023

### Research and Development Management Division

#### I. One (1) Project Technical Assistant IV – RED (Contract of Service)

**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 BS Biology, BS Microbiology, BS Public Health or any related courses;
- With strong work ethic and positive attitude;
- With excellent oral and written communication skills;
- With good decision-making and analytical thinking skills;
- Has a background in project management or previous experience/ involvement in health research projects;
- Able to work in a team, but can also work independently with minimum supervision and can work under pressure;
- Proficient in Microsoft applications (Word, Excel, and PowerPoint, etc).

#### Duties and Responsibilities

1. Plans, evaluates and monitors Virology researches and other projects under Re-emerging and Emerging Diseases program;
2. Reviews, evaluates and provides inputs to assigned protocols submitted/referred to PCHRD in accordance and compliant to PCHRD review protocol, DOST guidelines, and other related regulations;
3. Processes proposals approved for financial assistance;
4. Coordinates with project proponent and research team regarding concerns on proposed and ongoing projects;
5. Ensures compliance to ISO procedure and manual of operations with regard to documentation, processing, and overall project management, etc.;

6. Performs other duties and functions as assigned by the Division Chief or immediate supervisor.

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 **May 08, 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](http://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](mailto: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 24, 2023**