



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS As of June 13, 2023

Research Information Communication and Utilization Division

I. One (1) Project Technical Assistant IV – Policy (Outsourced)

Basic Salary : Php 31,320/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

- Graduate of any health-related course, Science Communication, or Policy Studies;
- Preferably with background in Policy Briefing, Legislative Liaison, Health Policy Studies, and Office Administration;
- Has exceptional communication, interpersonal, and decision-making skills;
- Can work under pressure and with minimal supervision;
- High degree of independence/judgment;
- With strong coordination skills and the ability to multitask.

Duties and Responsibilities

1. Perform administrative functions in the implementation of Research to Policy Translation programs;
2. Provide technical, administrative, and secretariat support to Research to Policy Translation activities and/or programs;
3. Disseminates policy instruments to relevant policymakers;
4. Performs other functions assigned by the Division Chief from time to time.



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II. One (1) Project Technical Specialist II – Policy (Outsourced)

Basic Salary : Php 43,030/month (SG 17)

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 course, Science Communication, or Policy Studies;
- Preferably with background in Policy Briefing, Legislative Liaison, and Health Policy Studies;
- Has exceptional communication, interpersonal, and decision-making skills;
- Can work under pressure and with minimal supervision;
- With strong coordination skills and the ability to multitask.

Duties and Responsibilities

1. Prepares policy briefs on PCHRD/PNHRS projects with policy implications;
2. Prepares reports, graphs, briefs, presentations, and other modules for reference and submission to the senior-level management;
3. Works in collaboration with all levels of the organization, administration officials, government officials, and health policy researchers to implement solutions;
4. Participates and organizes meetings, seminars, and conferences on health policies;
5. Provides inputs to health and health-related legislations and disseminates policy instruments to relevant policymakers;
6. Performs other functions assigned by the Division Chief from time to time.

III. One (1) Project Technical Specialist I – Communication (Outsourced)

Basic Salary : Php 39,672/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)



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Preferred Qualifications/ Attributes

- Bachelor's degree in Mass Communication/ Development Communication or any communication-related courses;
- Has a strong interest in health science;
- At least 2 years of working experience in the related field;
- Familiar with the latest updates on email, advertising campaigns, and social media trends;
- Can work under pressure and in minimal supervision;
- With strong coordination skills and the 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. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
5. Performs other duties and functions assigned from time to time by the Immediate Supervisor 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 **June 27, 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



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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@pchr.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


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

Date Posted: June 13, 2023