



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITIONS As of July 18, 2023

Institution Development Division

I. One (1) Chief Science Research Specialist

Basic Salary: 90,078.00/ month (SG 24)
Plantilla Item No.: PCHRDB-CSRS-2-1998

Qualification Standard

Education: Master's Degree/Certificate in Leadership and Management from the CSC
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management L&D intervention
Eligibility: Career Service (Professional)/ Second Level Eligibility
Place of Assignment Institution Development Division, PCHRD Office

Preferred Qualifications/ Attributes

- With exceptional leadership and communication skills;
- Strong understanding of health research system;
- With excellent problem-solving abilities, decision-making, and analytical thinking skills;
- Familiar with Human Resource Network/Institution Development and PNHRs Programs;
- Has strong work ethic and positive attitude.

Duties and Responsibilities

1. Directs and supervises all activities of the Institution Development Division;
2. Directs the monitoring and evaluation of all Human Resources, Network/Institution Development and PNHRs programs of the Council;
3. Formulates strategies for the effective management of capacity development programs supported and monitored by the Council;
4. Directs the development and implementation of priority/special capacity development programs;
5. Supervises the creation and maintenance of a database of researchers/research experts/mentors received by the Division;
6. Manages the implementation of the WHO-assisted project, ASEAN Network for Drugs, Diagnostics, Vaccines and Traditional Medicine Innovation (ASEAN-NDI)
7. Participate in the various activities of the Capability Development Committee, Structure Organization Monitoring and Evaluation Committee, and Philippine Health Research Ethics Board of the PNHRs;



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8. Alternates with the other Division Chiefs in serving as Officer-in-charge of the Office of the Executive Director (ED) in the absence of the ED;
9. Perform other duties and functions assigned by the Executive Director.

Research and Development Management Division

I. One (1) Science Research Specialist II

Basic Salary: 39,672.00/month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-14-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility
Place of Assignment Research and Development Management Division,
PCHR Office

Preferred Qualifications/ Attributes

- Bachelor's degree in Health/Life-sciences-related courses;
- Post graduate units or degree in Health or Life sciences-related courses, Public/Technology/R&D Management in Health, Health Systems is an advantage;
- With prior experience in project management, especially in health R&D, and is familiar with the implementation of R&D projects
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Pro-active, a team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office/PM platforms)

Duties and Responsibilities

1. Serve as the R&D Program Head under the Advanced Health Cluster (Omics Technologies for Health, Digital and Frontier Technologies for Health and/or Biomedical Engineering for Health) by overseeing and managing the overall activities of the program assigned to include priority area/agenda setting and updating, project appraisals, monitoring and evaluation, roadmap assessment, and resource planning and management in accordance to the Council's established Quality Management System and the Division's core mandate.



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2. Oversee activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring and evaluation of ongoing projects;
3. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Cluster Head (Senior SRS);
4. Coordinate preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
6. Respond to inquiries by individuals and or project proponents/researchers regarding R&D projects;
7. Assist RDMD Cluster Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;
8. Provide inputs/updates in the Project Management System (PMS);
9. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
10. Provide assistance and or participate in activities organized by PCHRD;
11. Perform other duties and functions assigned by the Division Chief/Senior staff.

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 **August 1, 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



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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:

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.

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

Date Posted: July 18, 2023