



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITION As of July 21, 2023

Research and Development Management Division

I. One (1) Project Technical Assistant IV – RED (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

- Bachelor's degree in Biology, Microbiology, Public Health, Biochemistry or any related courses;
- Has experience/knowledge on Project Management or previous experience/ involvement in health research projects/ initiatives related to Microbiology, Biology, Public Health, Biochemistry and other forms related to Re-emerging and Emerging Disease;
- With strong work ethic and positive attitude;
- With good oral and written communication skills;
- Able to work in a team and can work independently with minimum supervision;
- Knowledgeable in MS Office and Google Suite applications, video editing/ Coding, and presentation editing.

Duties and Responsibilities

1. Plans, evaluates and monitors AMR researches, VIP projects and other researches 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. Coordinates with project proponent and research team regarding concerns on proposed and ongoing projects;
4. Ensures compliance to ISO procedure and manual of operations with regard to documentation, processing, and overall project management, etc.;
5. Provides assistance and/or participate in activities organized by PCHRD; and

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 **August 4, 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: July 21, 2023