



## NOTICE OF VACANT POSITIONS As of September 27, 2023

### Research and Development Management Division

#### I. Two (2) Project Technical Assistant IV – Diagnostics (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 or other health/medical sciences-related courses;
- With experience/knowledge on Project Management or previous experience/involvement/units in health research projects/initiatives/subjects related to Diagnostics Development;
- With good organizational, time management, and presentation skills;
- Proficient in oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Knowledgeable in MS Office and Google Suite applications, Photoshop/Video editing/Diagnostic Innovations in Health.

#### **Duties and Responsibilities**

1. Evaluate project proposals and monitor ongoing Diagnostics projects in accordance with the Council's established procedures under its Quality Management System;
2. Process project proposals submitted/referred to PCHRD following established procedures;
3. Process proposals approved for financial assistance;
4. Prepare technical reports on R&D projects and other health-related concerns/issues required by DBM, Congress, and external funding agencies;
5. Coordinate with project proponents/researchers regarding concerns on proposed/ongoing projects;
6. Respond to inquiries by individuals and/or project proponents/researchers regarding R&D projects;
7. Provide inputs/updates in the Project Management System (PMS);
8. Provide assistance and/or participate in activities organized by PCHRD;



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9. Perform other duties and functions assigned by the Division Chief/Senior staff.

### **Institution Development Division**

#### **I. One (1) Project Technical Assistant IV - HRD (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**

- A graduate of health-related or any relevant courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character;
- Proactive, results-oriented and can work under pressure with minimum supervision;
- Well-versed in MS Office Applications (Word, Excel, Powerpoint).

#### **Duties and Responsibilities**

1. Provide technical assistance in implementing and coordinating the scholarship programs of the Council;
2. Provide administrative assistance (liquidation of funds/grants, filing and documentation of relevant documents, etc.);
3. Coordinate with partners, scholars, and other relevant stakeholders;
4. Assist in the dissemination of scholarship and other programs of IDD to prospective grantees and institutions interested in health research;
5. Assist in the initial applications review and prepares documents for subsequent actions;
6. Assist in organizing and coordinating meetings with partner institutions, scholars, DOST-SEI, RHRDCs, and other relevant stakeholders;
7. Monitor progress of all grantees/scholars and their research initiatives and activities;
8. Maintain database and filing system for all pertinent documents;
9. Undertake timely processing of applications;
10. Prepare relevant documents including letters, reports, and minutes of the meetings;
11. Perform other related functions which may be assigned from time to time by the Immediate Supervisor and Division Chief.



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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 **October 11, 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

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: September 27, 2023**