



## **NOTICE OF VACANT POSITIONS As of February 6, 2025**

### **Research and Development Management Division**

#### **I. Two (2) Project Technical Assistant IV – OMIC Technologies for Health (Contract of Service)**

**Basic Salary** : Php 41,305/ 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 (preferably with a major in Cell and Molecular Biology) and 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 Biology, Medicine, Cell and Molecular Biology, OMIC technologies (e.g., Genomics, Transcriptomics, Metabolomics, Proteomics, etc.) and other related courses.
- Knowledgeable in Photoshop/Video Editing/Cell and Molecular Biology; and
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms);
- Has good oral and written communication skills;
- With positive interpersonal skills and positive work attitude; and
- Coachable, a team player, can work under pressure with minimum supervision, innovative, and multi-tasker.

#### **Duties and Responsibilities**

1. Evaluate Grants-In-Aid project proposals and monitor on-going 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 the DBM, Congress, and external funding agencies;
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. Provide inputs/updates in the Project Management System (PMS);



8. Provide assistance and/or participate in activities organized by PCHRD; and
9. 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 **February 20, 2025**.

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: February 6, 2025**