

NOTICE OF VACANT POSITIONS

As of April 02, 2025

Research and Development Management Division

I. One (1) Project Technical Assistant IV – Re-Emerging and Emerging Diseases Program (Contract of Service)

Basic Salary: 41,305.00/ 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 Public Health, Biological Sciences, or any health-related courses and life science;
- Preferably has background in project management and is familiar with the implementation of R&D projects;
- With 4 hours of relevant training;
- With good decision-making and analytical skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Coachable, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Evaluate project proposals and monitor ongoing projects following 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/researches 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; and
9. Perform other duties and functions assigned by the Division Chief/Senior staff.

Institution Development Division

II. One (1) Project Technical Assistant IV – PNHRs (Contract of Service)

Basic Salary: 41,305.00/ 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;
- With prior experience in handling health R&D programs/projects;
- With good organizational, time management, and presentation skills;
- With good decision-making and analytical thinking skills;
- With good interpersonal skills, positive work attitude, and moral character;
- Proficient in both oral and written communications;
- Proactive, results-oriented, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications (MS Office, Suite, and other office/GSuite platforms).

Duties and Responsibilities

1. Performs secretariat functions related to the operations of the Philippine National Health Research System (PNHRS);
2. Assists in the implementation/coordination of programs, project, and activities aligned with and supportive of the PNHRS strategic directions;
3. Performs secretariat functions related to the Philippine Health Research Ethics Board – Committee on Standards and Accreditation (PHREB-CSA);
4. Assists in the implementation of the PHREB Accreditation program, particularly Level 3 Accreditation;
5. Supports positive relationships by responding promptly and professionally to requests for information, addressing the needs and interests of PNHRS/PHREB stakeholders and network institutions; and
6. Performs other related functions that may be assigned from time to time.

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 **April 16, 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;
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

QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:



Republic of the Philippines
Department of Science and Technology
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



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. MONTOKA, MD, MSc, PhD, CESO II
Executive Director III

Date Posted: April 02, 2025