



EMPLOYMENT NOTICE

The Philippine Institute for Development Studies (PIDS), a nonstock, nonprofit government corporations engaged in the conduct of long-term policy-oriented research, is now considering applicants for the following position/s:

Position Title:	One (1) Department Manager III - Research Services Department
Salary Grade:	Salary Grade (SG) - 26 at P 126,252.00 per month
Minimum Qualifications:	• Master's degree or Certificate in Leadership and Management from CSC • 120 hours of supervisory/ management learning and development intervention • 5 years of supervisory/ management experience • Career Service Professional/ Second Level Eligibility
Nature of Appointment:	PERMANENT
Item No.:	PSD 01
Project Title:	N/A
Core Competencies:	Deliverability/Results-Oriented (superior) - oriented towards contributing to the output from the whole system not just their own specialization Professionalism (superior) - demonstrates a high level of personal responsibility, dependability, and reliability; exhibits the values, attitudes, and behaviors of the organization; establishes criteria and/or work procedures to achieve a high level of quality, productivity, and service Adaptability (superior) - anticipates the need for a change and be the champion for these changes; prepares a plan in the performance of the job to make room for adjustments Communication (superior) - keeps his/her superiors informed about targets/priorities and accomplishments; accurately interprets policies and orders from Management; writes letters and other communication that best suits the situation/clients; edits communication matters and transforms them into a more concise, clear, and relevant written communication; responds calmly and provides options to keep difficult situations under control; able to lead meetings with ease, clarifies questions, make commitments, and negotiates, if necessary

EMPLOYMENT NOTICE

Leadership Competencies:	Building Collaborative, Inclusive Working Relationships (advanced) - strengthens and deepens partnerships and networks to deliver or enhance work outcomes Managing performance and coaching for results (advanced) - monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard Leading change (advanced) - constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant Thinking strategically and creatively (advanced) - plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies Creating and Nurturing a High Performing Organization (advanced) - creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations
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Functional Competencies:

Program/Project Development (superior) - proposes research programs for approval of the management; spends time up front defining the implementation strategy in line with the project scope and TOR; develops the roadmap for the project guided by concepts in Project Lifecycle management, Logical Framework and similar project management approaches; develops the following plans: project plan, resource plan, financial plan, quality plan, acceptance plan and communications plan; defines project organizational structure, implementation arrangements, and operational systems/ procedures

Project/Research Implementation and Management (superior) - able to manage and supervise implementation processes and procedures; has decision-making capacity for the implementation of project/research; provides workable solution to problems and issues on project implementation; able to build good partnership within the organization and with external partners

Liaisoning and Networking (superior) - strives to improve the quality of team and inter-team working; actively seeks ways of improving and developing working relationships within and beyond the team; actively creates ways of being involved in relevant networks to develop approaches and ideas to benefit own and others work; builds and maintains productive working relationships to achieve demonstrable positive outcomes

Technical Consulting (superior) - shares and discusses critical information that increases understanding; actively supports continuous learning and keeps abreast of new developments within technical area; finds appropriate ways to use new ideas, approaches, and knowledge to more effectively address organizational challenges

Policy Understanding and Compliance (superior) - serves as Resource Person for other units/staff/outside agencies; able to recommend customizing a certain policy to the current set-up of PIDS

Information Systems and Strategic Planning (superior) - identifies long-term goals and objectives and determines the best approach for achieving those objectives; directs initiatives and provides guidance on the use and periodic review of the strategic IT Plan visà-vis the Institute's needs

Technical Writing (superior) - develops written communication strategies which meet information requirements and the end-user or beneficiaries of its systems and services; reviews and critiques the writing of others in a constructive and substantive manner; writes, proofreads and edits documents in response to sensitive or complex issues or cases

EMPLOYMENT NOTICE

Required Documents: Note: • APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED • Documents must be submitted in Portable Document Format (PDF)	• Application letter addressed to PIDS President • Certificate of Civil Service Eligibility/ PRC - Optional • Performance Evaluation from the last rating period (if coming from another government agency) • Personal Data Sheet • PIDS Information Sheet • Training Certificates • Transcript of Records • Updated Resume/CV • Work Experience Sheet
Deadline of Submission:	May 24, 2025

Interested parties shall submit their application together with ALL documentary requirements to recruitment@mail.pids.gov.ph or to the address below not later than the deadline indicated:

Human Resource Management Officer
Administrative Division
Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris EDSA cor. Quezon Ave., Quezon City

Note: The PIDS adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.