



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 - Administrative and Finance Department
Salary Grade:	Salary Grade (SG) - 26 at P 126,252.00 per month
Minimum Qualifications:	<ul style="list-style-type: none">• 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.:	AFD 01
Project Title:	N/A
Core Competencies:	<p>Deliverability/Results-Oriented (superior) - oriented towards contributing to the output from the whole system not just their own specialization</p> <p>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</p> <p>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</p> <p>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</p>

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<p>Leadership Competencies:</p>	<p>Building Collaborative, Inclusive Working Relationships (advanced) - strengthens and deepens partnerships and networks to deliver or enhance work outcomes</p> <p>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</p> <p>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</p> <p>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</p> <p>Creating and Nurturing a High Performing Organization (advanced) - creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations</p>
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<p>Functional Competencies:</p>	<p>Applying Internal Control Functions (superior) - able to apply the guidelines in exceptionally difficult situations; serves as resource persons to others and advises others on the resource/ fiscal management.</p> <p>Budgeting (superior) - monitors expenditures and resources to ensure spending is within allotments and makes appropriate modifications; prepares annual budget and considers how best to attain desired goals given available resources; proposes programs and measures to enhance capability and efficiencies in budget allocation and expenditures reporting; examines thoroughly the budget proposals, request for funding, and other related matters to determine its appropriateness; provides historical patterns of expenditures that will be used for strategic planning of the board or other appropriate or concerned parties.</p> <p>Financial Management (superior) - ensures fair presentation of the financial statement; ensures that financial resources are allocated efficiently; authorizes changes to the manual of financial instructions and user manuals for transaction processing; reviews financial statements and other analysis for integrity, accuracy and comprehensive presentation.</p> <p>General Administrative and Support Services (superior) - provides guidance in the implementation of critical administrative services; sets the policies for the effective implementation of administrative services.</p> <p>Investment Operations (superior) - able to apply the guidelines in exceptionally difficult situations; serves as resource persons to others and advises others on the resource/ fiscal management.</p> <p>-</p>
<p>Required Documents: Note:</p> <ul style="list-style-type: none"> • APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED • Documents must be submitted in Portable Document Format (PDF) 	<ul style="list-style-type: none"> • 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
<p>Deadline of Submission:</p>	<p>May 24, 2025</p>



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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.