



## 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) Senior Research Specialist - Contractual
Salary Grade:	Salary Grade (SG) - 19 at P 53,873.00 per month
Minimum Qualifications:	<ul style="list-style-type: none"> <li>• <b>Bachelor’s degree relevant to the job</b></li> <li>• <b>Two (2) years of relevant experience</b></li> <li>• <b>Eight (8) hours of relevant training</b></li> </ul>
Nature of Appointment:	CONTRACTUAL
Item No.:	N/A
Project Title:	PIDS In-house Project for The Second Congressional Commission on Education
Core Competencies:	<p><b>Deliverability/Results-Oriented (advanced)</b> - shows high regards for quality at work; prepares outputs that may not be reviewed; Conducts complete staff work (CSW) in the outputs submitted.</p> <p><b>Professionalism (advanced)</b> - expresses personal developmental goals; engages in activities to achieve developmental goals; acknowledges others’ desire for development and creates a team atmosphere towards mutual improvement; sets high standards of performance for team, group or others; provides encouragement and support to others in accepting responsibility.</p> <p><b>Adaptability (advanced)</b> - understands the need for the change for organizational improvement; makes substantial adjustments in the performance of job in an efficient manner.</p> <p><b>Communication (advanced)</b> - frequently updates superior on targets/ priorities and accomplishments; quickly comprehends ideas and concerns of clients and uses effective verbal and non-verbal communication in order to respond to their needs and concerns; expresses ideas clearly when communicating to internal and external clients; maintains composure and speaks politely when confronted by demanding situations; when asked to present, he/she confidently delivers assigned topics effectively; able to facilitate/ lead meetings.</p>
Leadership Competencies:	N/A

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<p>Functional Competencies:</p>	<p><b>Data Gathering, Problem Solving and Analysis (advanced)</b> - has advanced experience in doing primary and secondary data collection, and able to lead and supervised data gathering activities; more than adequate knowledge in statistical programs and can independently document and process data and, manage databases; able to provide data interpretation and analysis.</p> <p><b>Networking and Partnering (advanced)</b> - Maximizes participation in social events internal and external to the Institution to extend publicity and promotions; ensures strategic partnerships and uses them to meet present and future objectives of the Institution; ensures collaboration within and across departments by sharing information that can be useful and beneficial to their respective goals and objectives; assembles a pool of strong partners that can survive a change of direction, reporting lines or personalities; maximizes external relationships that enhance their knowledge and bring best practice into the Institution.</p> <p><b>Project/Research Implementation and Management (advanced)</b> - able to develop procedures and standards to improve processes for implementation and management of project; able to identify and anticipate implementation issues and problems and provide possible solutions; able to communicate and coordinate well within the organization and external partners.</p> <p><b>Dissemination (advanced)</b> - with advanced skills in translating research results into presentations; able to coherently deliver or present research results to small and large audiences.</p>
<p>Required Documents:        Note:</p> <ul style="list-style-type: none"> <li>• APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED</li> <li>• Documents must be submitted in Portable Document Format (PDF)</li> </ul>	<ul style="list-style-type: none"> <li>• Application letter addressed to PIDS President</li> <li>• Certificate of Civil Service Eligibility/ PRC          - Optional</li> <li>• Performance Evaluation from the last rating period (if coming from another government agency)</li> <li>• Personal Data Sheet</li> <li>• PIDS Information Sheet</li> <li>• Training Certificates</li> <li>• Transcript of Records</li> <li>• Updated Resume/CV</li> <li>• Work Experience Sheet</li> </ul>
<p>Deadline of Submission:</p>	<p><b>December 09, 2024</b></p>



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Interested parties shall submit their application together with ALL documentary requirements to [recruitment@mail.pids.gov.ph](mailto: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.**