

Philippine Institute For Development Studies
18th Floor, Three Cyberpod Centris, EDSA cor. Quezon Ave., Quezon City

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) Research Specialist (Item No. OP 34-1)
Salary Grade:	Salary Grade (SG) - 16 at P 39,672.00 per month
Minimum Qualifications:	<ul style="list-style-type: none">• Bachelor's degree• One (1) year of relevant experience• Four (4) hours of relevant training• Career Service (Professional)/Second Level Eligibility/PD 907 (Honor Graduate Eligibility)
Nature of Appointment:	PERMANENT
Item No.:	OP 34-1
Project Title:	N/A
Core Competencies:	<p>Deliverability/Results-Oriented (intermediate) - shows persistence in achieving his/her targets; prepares outputs that may require review by the supervisor.</p> <p>Professionalism (intermediate) - shows persistence when faced with difficult problems or challenges; modifies behavior as appropriate to meet the expectations of the position and the situation; sets high standards of work performance for self; accepts responsibility for outcomes (positive or negative) of one's work, and admits mistakes and refocuses efforts when appropriate.</p> <p>Adaptability (intermediate) - welcomes variety and routine tasks; makes minor adjustments to changing rules in a slower pace.</p> <p>Communication (intermediate) - explains clearly issues, policies and procedures when asked for clarification; listens attentively to ideas and concerns of co-employees; follows-up on correspondences sent to internal and external clients and uses existing templates to write letters and memos; prepares simple communication such as transmittal letters, memos and advisories with minor revisions.</p>
Leadership Competencies:	N/A

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Functional Competencies:	<p>Dissemination (intermediate) - with adequate skills in translating research results into formal presentations (e.g. PowerPoint, summaries); with, but limited experience in doing presentations (usually in small groups).</p> <p>Project/Research Implementation and Management (intermediate) - able to adapt a system for record/document management; able to do coordination work in a timely and effective manner; has good communication skills.</p> <p>Technical Writing (intermediate) - able to do basic writing tasks (e.g. summaries, review of literature, FGD/KII reports, report section) accurately and with coherence with minimal supervision; able to deliver writing outputs, using appropriate language, correct grammar, and clear outline, and can appropriately present data in various forms and formats (e.g. tables, graphs), with less supervision.</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"> • Certificate of Civil Service Eligibility/ PRC - Optional for contractual • Letter of Intent • Performance Evaluation from the last rating period (if coming from another government agency) If coming from another government agency (optional) • Personal Data Sheet • PIDS Information Sheet • Training Certificates • Transcript of Records • Updated Resume/CV • Work Experience Sheet
Deadline of Submission:	April 07, 2023

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

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regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.