



## 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"><li>• Bachelor's degree</li><li>• One (1) year of relevant experience</li><li>• Four (4) hours of relevant training</li><li>• Career Service (Professional)/Second Level Eligibility/PD 907 (Honor Graduate Eligibility)</li></ul>
Nature of Appointment:	PERMANENT
Item No.:	OP 34-1
Project Title:	N/A
Core Competencies:	<p><b>Deliverability/Results-Oriented (intermediate)</b> - shows persistence in achieving his/her targets; prepares outputs that may require review by the supervisor.</p> <p><b>Professionalism (intermediate)</b> - 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><b>Adaptability (intermediate)</b> - welcomes variety and routine tasks; makes minor adjustments to changing rules in a slower pace.</p> <p><b>Communication (intermediate)</b> - 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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<p>Functional Competencies:</p>	<p><b>Dissemination (intermediate)</b> - 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><b>Project/Research Implementation and Management (intermediate)</b> - 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><b>Technical Writing (intermediate)</b> - 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"> <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>• Certificate of Civil Service Eligibility/ PRC - Optional</li> <li>• Application letter addressed to PIDS President</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>April 07, 2023</b></p>

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**



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES  
*Surian sa mga Pag-aaral Pangkaunlaran ng Pilipinas*

*Service  
through  
policy research*

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18F Three Cyberpod Centris - North Tower, EDSA corner Quezon Avenue, Quezon City  
Tel: (632) 372-1291 / 372-1292 ▪ <http://www.pids.gov.ph>

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**membership are hereby encouraged.**