

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) Project Evaluation Officer III (OP 42)
Salary Grade:	Salary Grade (SG) - 18 at P 46,725.00 per month
Minimum Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree relevant to the job • Two (2) years of relevant experience • Eight (8) hours of relevant training • Career Service (Professional)/Second Level Eligibility/PD 907 (Honor Graduate Eligibility)
Nature of Appointment:	COTERMINOUS WITH PASCN
Item No.:	OP 42
Project Title:	N/A
Core Competencies:	<p>Deliverability/Results-Oriented (advanced) - 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>Professionalism (advanced) - 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>Adaptability (advanced) - understands the need for the change for organizational improvement; makes substantial adjustments in the performance of job in an efficient manner.</p> <p>Communication (advanced) - 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>Database Management and Administration: PMIS, PIDS Data Repository, etc. (advanced) - creating complex query definitions that allow data to be extracted; review and approve the proposed security measures .</p> <p>Liaison and Networking (advanced) - ensures that accurate information is passed on to the most appropriate people in a timely fashion to improve working practices; builds relationships with key contacts in order to exchange useful information in the future; creates opportunities for sharing information to build relationships with people in other teams.</p> <p>Project/Research Implementation and Management (advanced) - 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>Technical Writing (advanced) - able to do complex writing tasks and provide analysis (e.g. technical reports, policy notes, policy updates) with accuracy and coherence; can work independently; able to deliver writing outputs, using appropriate language, correct grammar, and clear outline, and able to adequately and accurately present data in various forms and formats (e.g. tables and graphs), with no or less errors.</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 • Application letter addressed to PIDS President • 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>October 01, 2023</p>

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:



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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.