



## 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) Division Chief II - Research Dissemination and Public Affairs Division
Salary Grade:	Salary Grade (SG) - 23 at P 83,659.00 per month
Minimum Qualifications:	<ul style="list-style-type: none"><li>• Bachelor's degree relevant to the job</li><li>• 3 years of relevant experience</li><li>• 16 hours of relevant training</li><li>• Career Service (Professional)/ Second Level Eligibility/PD 907</li></ul>
Nature of Appointment:	PERMANENT
Item No.:	RID 10
Project Title:	N/A
Core Competencies:	<p><b>Deliverability/Results-Oriented (superior)</b> - oriented towards contributing to the output from the whole system not just their own specialization</p> <p><b>Professionalism (superior)</b> - 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><b>Adaptability (superior)</b> - anticipates the need for a change and be the champion for this change; prepares a plan in the performance of the job to make room for adjustments</p> <p><b>Communication Skills (superior)</b> - 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 communications and makes them more concise, clear, and relevant; 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><b>Building Collaborative, Inclusive Working Relationships (intermediate)</b> - builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results (intermediate)</b> - creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p> <p><b>Leading Change (intermediate)</b> - implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p><b>Thinking Strategically and Creatively (intermediate)</b> - creates or defines goals and initiatives based on how one can support, extend, or align to the goals of one's department or functional area.</p> <p><b>Creating and Nurturing a High Performing Organization (intermediate)</b> - builds a shared sense of destiny among individuals with seemingly disparate views, concerns, and aspirations; creates team cohesion and improves individual and team performance.</p>
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<p>Functional Competencies:</p>	<p><b>Project Management (advanced)</b> - prepares work plans using appropriate processes; identifies metrics, standards of performance, critical success factors, and key indicators to monitor and assess results and puts in place a system to track performance against these; communicates these to individuals/offices involved; coordinates with external partners and service providers; implements the quality management system (QMS) processes of the division and recommends ways to improve these; reviews all related QMS forms and documents; prepares terms of reference, proposals, budgets, financial plans, and other relevant documents; draws up event management plans for the conduct, implementation, and evaluation of seminars and fora; develops metrics and tools to assess the effectiveness of those fora.</p> <p><b>Technical Writing and Editing (advanced)</b> - writes technical documents and formal communications; simplifies technical jargon and technical information when report/document is intended for non-technical audience; presents data in table, graph, or chart format and provides correct analysis and interpretation; develops templates for simple and routine reports; writes press releases, feature articles, and speeches.</p> <p><b>Computer Skills (advanced)</b> - edits photos and creates collaterals and infographics using industry-standard software (e.g., Adobe Photoshop, Illustrator); edits and produces short videos; uses relevant software for developing materials for print and online media; knows how to create and maintain databases (e.g., contacts, mailing lists); knows how to use state-of-the-art webinar platforms and email marketing programs.</p> <p><b>Building Media Relations (advanced)</b> - facilitates interaction with the media through regular coordination and engagement; establishes practices which foster collaboration with media; keeps media partners up to date with the Institute’s activities and outputs.</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>



## EMPLOYMENT NOTICE

Deadline of Submission:	<b>October 26, 2024</b>
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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.**