



## 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:

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| Position Title:         | One (1) Department Manager III - Research Information Department  |
| Salary Grade:           | Salary Grade (SG) - 26 at P 116,040.00 per month  |
| Minimum Qualifications: | <ul style="list-style-type: none"><li>• <b>Master's degree or Certificate in Leadership and Management from CSC</b></li><li>• <b>5 years of supervisory/ management experience</b></li><li>• <b>120 hours of supervisory/ management learning and development intervention</b></li></ul>  |
| Nature of Appointment:  | PERMANENT   |
| Item No.:               | RID 01  |
| 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 these changes; prepares a plan in the performance of the job to make room for adjustments.</p> <p><b>Communication (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 communication matters and transforms them into a more concise, clear, and relevant written communication; 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 (advanced)</b> - strengthens and deepens partnerships and networks to deliver or enhance work outcomes.</p> <p><b>Managing performance and coaching for results (advanced)</b> - monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard.</p> <p><b>Leading change (advanced)</b> - constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant.</p> <p><b>Thinking strategically and creatively (advanced)</b> - plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies.</p> <p><b>Creating and Nurturing a High Performing Organization (advanced)</b> - creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p> |
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| <p>Functional Competencies:</p> | <p><b>Project Management (superior)</b> - spends time up front defining the implementation strategy in line with the project scope and TOR; develops the roadmap for the project guided by concepts in Project Lifecycle management, Logical Framework and similar project management approaches; develops the following plans; project plan, resource plan, financial plan, quality plan, acceptance plan and communication plan; defines project organizational structure, implementation arrangements, and operational systems/procedures.</p> <p><b>Technical Writing and Editing (superior)</b> - Reviews, edits, and critiques technical documents based on accepted standards of technical writing and taking into consideration their purpose and intended audience; thoroughly reviews manuscript, articles, and documents in terms of both substance and form; recommends ways to improve presentation of data and information.</p> <p><b>Research Dissemination (superior)</b> - with superior skills in translating research results into formal presentations; with expertise in delivering oral presentations to small and large audiences; able to express ideas and research results with coherence and clarity; articulate and exhibits expertise in the policy issues, concepts and research results presented.</p> <p><b>Networking and Partnering (superior)</b> - influences strategic alliance with other stakeholders by instituting events to foster fellowship; 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>Corporate Communications (superior)</b> - formulates and advances strategies and policies on corporate communication; partners with local and foreign institutions to advance the organizations corporate communications.</p> |
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| <p>Required Documents:<br/>         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<br/>             - Optional for contractual</li> <li>• Application letter addressed to PIDS President</li> <li>• Performance Evaluation from the last rating period (if coming from another government agency)<br/>             If coming from another government agency (optional)</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>July 27, 2024</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 (EEO) 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.**