

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) Administrative Officer IV (Procurement Management Division)
Salary Grade:	Salary Grade (SG) - 15 at P 36,619.00 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.:	AFD 28
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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<p>Functional Competencies:</p>	<p>Procurement Management (intermediate) - demonstrates working knowledge of procurement law and its IRR, including related oversight agency's issuances (including resources available and existing methods and arrangements for contracting); identifies and selects the most suitable procurement methodology based on agency needs; maintains and analyzes historical records of past movements in particular markets and reports potential changes and market opportunities.</p> <p>Technical Writing (intermediate) - prepares reports accurately in a coherent manner; uses grammatically correct, concise, clear, and coherent sentences</p> <p>Records Maintenance and Management (advanced) - develops procedures for quick classification, better storage, protection and disposition of records to provide integrity, reliability, efficiency and effectiveness in records management functions and to respond to internal and external clients' needs and expectations; interprets best practice standards; assesses current record keeping systems and provides feedback on their strengths and areas for improvement; recognizes potential issues in relation to records management and communicates these to the relevant staff.</p> <p>Attention to details (intermediate) - sets up procedures to ensure high quality of work; verifies information; maintains a checklist and a calendar to ensure that small details are not overlooked; Suggests systems to monitor work or project progress; develops ideas thoroughly and meticulously and prepares an effective plan of action.</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
<p>Deadline of Submission:</p>	<p>April 28, 2024</p>

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