



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 Analyst II (EDCOM II)
Salary Grade:	Salary Grade (SG) - 13 at P 31,320.00 per month
Minimum Qualifications:	<ul style="list-style-type: none">• Bachelor's degree relevant to the job
Nature of Appointment:	CONTRACTUAL
Item No.:	N/A
Project Title:	PIDS In-house Project for the Second Congressional Commission on Education (EDCOM II)
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>Data Gathering, Problem Solving and Analysis (intermediate) - has adequate experience in doing primary and secondary data collection; adequate knowledge in use of statistical programs and sufficient experience in data analysis; improved ability to facilitate requests for data from external agencies; able to document and process data, and manage databases with minimal supervision.</p> <p>Dissemination (intermediate) - 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>Technical Writing (intermediate) - 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"> • 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>December 14, 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:

Human Resource Management Officer
Administrative Division
Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris EDSA cor. Quezon Ave., Quezon City



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

*Service
through
policy research*

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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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.