

**EMPLOYMENT NOTICE**

The Philippine Institute for Development Studies (PIDS), a nonstock, nonprofit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the following position/s:

<b>Position Title:</b>	<b>One (1) Fellow I</b>
<b>Salary Grade:</b>	<b>Salary Grade (SG) – 25 at P 98,886.00 per month</b>
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>- <b>PhD degree</b></li> <li>- <b>Forty (40) hours of supervisory/ management training/ learning and development intervention</b></li> <li>- <b>Two (2) years of progressively responsible experience in the preparation of interpretative and analytical reports relating to major economic studies; and computer literate</b></li> <li>- <b>Career Service (Professional)/Second Level Eligibility/ PD 907 (Honor Graduate Eligibility)</b></li> </ul>
<b>Nature of Appointment:</b>	<b>Permanent</b>
<b>Item No.</b>	OP 21-1
<b>Project Title:</b>	<b>N/A</b>
<b>Core Competencies:</b>	<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>
<b>Leadership Competencies:</b>	<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>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>
<b>Functional Competencies:</b>	<p><b>Project/Research Implementation and Management (superior)</b> – able to manage and supervise implementation processes and procedures; has decision-making capacity for the implementation of project/ research; provides workable solution to problems and issues on project implementation; able to build good partnership within the organization and with external partners.</p> <p><b>Technical Consulting (superior)</b> - shares and discusses critical information that increases understanding; actively supports continuous learning and keeps abreast of new developments within technical area; finds appropriate ways to use new ideas, approaches, and knowledge to more effectively address organizational challenges.</p> <p><b>Research Conceptualization (advanced)</b> - with above average understanding of socioeconomic theories and of public policies, and some level of specialization on a specific sector; has more than adequate practical experience; and assists in the write-up of research proposals.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>- <b>Application Letter indicating the position being applied for</b></li> <li>- <b>Updated CV</b></li> </ul>

<p>Note:</p> <ul style="list-style-type: none"> <li>- <b>APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED</b></li> <li>- <b>Documents must be submitted in Portable Document Format (PDF)</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>Duly Accomplished Personal Data Sheet with work Experience Sheet (<a href="http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html">http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html</a>)</b></li> <li>- <b>Certificate of Civil Service Eligibility</b></li> <li>- <b>Performance Evaluation from the last rating period (if coming from another government agency)</b></li> <li>- <b>PIDS Information Sheet (available by clicking on APPLY NOW at <a href="http://www.pids.gov.ph/opportunities">www.pids.gov.ph/opportunities</a>)</b></li> <li>- <b>Transcript of Records</b></li> <li>- <b>Certificate of Training/Seminars attended</b></li> </ul>
<p>Deadline of Submission of Applications</p>	<p><b>November 27, 2021</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:

**HRMO II**  
**Administrative Division**  
**Philippine Institute for Development Studies**  
**18<sup>th</sup> 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.