

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:

Position Title:	One (1) Administrative Officer IV (Human Resource Management Officer II)
Salary Grade:	Salary Grade (SG) – 15 at P 35, 097.00 per month
Minimum Qualifications:	Bachelor’s degree relevant to the job 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 09
Project Title:	N/A
Core Competencies:	Deliverability/Results-Oriented (intermediate) - shows persistence in achieving his/her targets; prepares outputs that may require review by the supervisor. 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. Adaptability (intermediate) - welcomes variety and routine tasks; makes minor adjustments to changing rules in a slower pace. 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
Leadership Competencies:	N/A
Functional Competencies:	HR Management (advanced) - evaluates existing policies of HR mechanisms and able to identify the areas for improvement to the HR mechanisms and proposes appropriate actions to address such; prepares PIDS-wide reports for submission to the oversight agencies; conducts orientations/briefings on HR mechanisms and able to explain the responsibilities of all concerned units; conducts HR-related studies to further improve the systems. 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 Technical Writing (advanced) - 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 report. Policy Understanding and Compliance (intermediate) – demonstrates working knowledge on the implication of a certain policy to the entire department/unit; able to identify the role of a department/unit in the implementation of a policy; reviews the compliance of the staff to the existing policy; consults supervisors when faced with difficult situation in the implementation of a policy Attention to Details (advanced) – provides immediate feedback to team members on reports and written communication that need to be revised; gives specific instructions to team members on what needs to be revised; monitors progress of revisions to ensure that output reaches the desired level of accuracy; reviews and checks the accuracy of information in work reports; proof reads own work to identify errors or omissions; develops and uses systems to organize and track work progress; checks and evaluates outputs are in accordance with the given instructions. Interpersonal Skills (advanced) - identifies the various barriers to good communication to reduce the likelihood of misunderstanding; shows a real interest in people, asks questions and seeks clarification on any points that could be easily misunderstood; remains positive and cheerful under pressure; understands that other people may have different points of view and tries to see things from their perspective; recognizes, manages and reduces stress on oneself and others; thinks about previous conversations and other interpersonal interactions, and learns from past mistakes and successes;

	negotiates effectively with others paving the way to mutual respect, trust and lasting interpersonal relations; works effectively in a group and inspires others to give optimum performance.
<p>Required Documents:</p> <p>Note:</p> <p>- APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED</p> <p>- Documents must be submitted in Portable Document Format (PDF)</p>	<ul style="list-style-type: none"> - Letter of Intent/Application Letter indicating the position being applied for - Updated CV - Duly Accomplished Personal Data Sheet with work Experience Sheet (http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html) - Certificate of Eligibility - Performance Evaluation from the last rating period (if coming from another government agency) - Training Certificates - PIDS Information Sheet (available by clicking on APPLY NOW https://recruitment.pids.gov.ph/) - Transcript of Records
Deadline of Submission of Applications	December 4, 2022

Interested parties shall submit their applications through the PIDS recruitment site at <https://recruitment.pids.gov.ph/> with ALL documentary requirements. You may also submit to the address below not later than the deadline indicated:

**Supervising Administrative 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.