

NOTICE OF CONTRACT OF SERVICE VACANCY

May 15, 2024

Position	:	One (1) Project Evaluation Officer
Contract Duration	:	Actual Start Date until December 31, 2024
Salary	:	PHP 56,070.00 per month
Project	:	Research for Second Congressional Commission on Education (EDCOM 2)

Minimum Qualifications:

- Bachelor's Degree in Development Studies, Business Management, Economics, Public Administration, and other social science degrees.
- Eight (8) hours of training related to the scope of work.
- Two (2) years demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting.

Scope of Work:

Under the guidance and technical oversight of the Department Manager for Research Services, and direct supervision of the RPMD Division Chief, the Project Evaluation Officer shall undertake the following tasks/activities:

1. Assist the RPMD Division Chief in the co-management of the PIDS-EDCOM 2 project mobilization activities and ensure the division's adherence to turnaround times in managing the study teams mobilization-related requests.
2. Assist in the initial review of Terms of References (TORs), contracts, budget, and similar documents under the PIDS-EDCOM II project.
3. Facilitate change requests (e.g., project timelines and budget) with appropriate PIDS offices (e.g., Research Services, Administrative and Finance Department) and ensure that all parties are informed of such changes and their implications on schedule and budget.
4. Prepare progress reports, financial reports, and other administrative documents for submission to PIDS or study clients.
5. Others as may be assigned by the RSD Department Manager

Requirements:

1. Application letter addressed to PIDS President;
2. Curriculum Vitae;
3. Transcript of Records;
4. Properly accomplished and notarized Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet;
5. Certificate of previous employment, if any; and
6. Training Certificates.

Interested and qualified applicants may submit their requirements thru email at recruitment@pids.gov.ph. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **May 22, 2024**