



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) Supervising Administrative Officer (Information Officer IV)
Salary Grade:	Salary Grade (SG) - 22 at P 78,162.00 per month
Minimum Qualifications:	<ul style="list-style-type: none">• Bachelor's degree relevant to the job• Three (3) years of relevant experience• Sixteen (16) hours of relevant training• Career Service (Professional)/Second Level Eligibility/PD 907 (Honor Graduate Eligibility)
Nature of Appointment:	PERMANENT
Item No.:	RID 04
Project Title:	N/A
Core Competencies:	<p>Deliverability/Results-Oriented (advanced) - shows high regards for quality at work; prepares outputs that may not be reviewed; Conducts complete staff work (CSW) in the outputs submitted.</p> <p>Professionalism (advanced) - expresses personal developmental goals; engages in activities to achieve developmental goals; acknowledges others' desire for development and creates a team atmosphere towards mutual improvement; sets high standards of performance for team, group or others; provides encouragement and support to others in accepting responsibility.</p> <p>Adaptability (advanced) - understands the need for the change for organizational improvement; makes substantial adjustments in the performance of job in an efficient manner.</p> <p>Communication (advanced) - frequently updates superior on targets/ priorities and accomplishments; quickly comprehends ideas and concerns of clients and uses effective verbal and non-verbal communication in order to respond to their needs and concerns; expresses ideas clearly when communicating to internal and external clients; maintains composure and speaks politely when confronted by demanding situations; when asked to present, he/she confidently delivers assigned topics effectively; able to facilitate/ lead meetings.</p>



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Leadership Competencies:	<p>Building Collaborative, Inclusive Working Relationships (intermediate) - builds partnerships and networks to deliver or enhance work outcomes.</p> <p>Thinking Strategically and Creatively (intermediate) - creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p>
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Functional Competencies:

Layout and Graphic Design (advanced) - reviews all key considerations and consults stakeholders when conceptualizing the overall design of the materials; checks if texts or narratives match or corresponds to the visuals; checks for culturally-specific values and beliefs and general impressions of target audience that may impact on the acceptance of certain material types or designs; shares tips and techniques on how to other can develop high-impact graphic designs.

Computer Skills (advanced) - edits photos and creates cover designs using special software (e.g., Adobe Photoshop, etc.); uses relevant software for developing materials for print and online media; knows how to create and maintain database of information (e.g., contacts, mailing list).

Technical Writing and Editing (advanced) - writes and edits technical documents, manuscript and formal communications; produces a section of a report or institutional material (e.g., Annual Report); presents data in table, graph, or chart format in a format that can be easily understood by the target audience; develops templates for both simple and complex reports.

Project Management (advanced) - prepares a Work Plan using appropriate processes such as Work Breakdown Structure and Network Diagram, for a major component of a complex project over which s/he has accountability for results; aligns theses with overall project objectives and TOR; prepares a resource plan, financial plan, and quality plan for the project component; identifies metrics, standards of performance, critical success factors and key indicators to monitor and assess results and puts in place a system to track performance against these; communicates these to individuals/offices involved.

Liaisoning and Networking (advanced) - ensures that accurate information is passed on to the most appropriate people in a timely fashion to improve working practices; building relationships with key contacts in order to exchange useful information in the future and benefit the team; creates opportunities for sharing information to build relationships with people in other teams.



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<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">• Application letter addressed to PIDS President• Certificate of Civil Service Eligibility/ PRC - Optional• 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>June 07, 2025</p>

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:

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.