



NOTICE OF HIRING

Agency : **Department of Science and Technology
MIMAROPA Region**

Position : Science Research Specialist I

Item Number : N/A

Place of Assignment : DOST – MIMAROPA Regional Office, Bicutan Taguig City

Number of Vacancies : One (1)

Minimum Qualifications

Education : At least Bachelor's/College Degree in Nursing, Midwifery or related fields

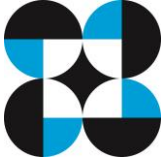
Experience/Training : 1. Licensed health professional preferably a Nurse or Midwife with least 3 months experience;
2. Be a native speaker of the predominant language or dialect in the region;
3. Have experience preferably as a trainer;
4. Proficiency in written and oral communication;
5. Knowledgeable in computer application; and
6. Willing to exceed beyond working hours, if necessary.

Eligibility : Career Service (Professional); Appropriate Eligibility for Second Level Position

Job Description:

Under general supervision and direction of his/her regional office, the Regional Training Coordinator (SRS I) shall report at the DOST Regional Office and perform the following:

1. The scope and responsibilities of the RTCs is only the deployment of the RxBox 1000 devices and that their priority is the RxBox project.
2. Act as lead-trainer in RxBox 1000 training, deployment and post-deployment activities in the region.
3. Act as a conduit between UP Manila - National Telehealth Center (UPM-NTHC) and the RxBox 1000 Regional Management Team (RMT).
4. Together with the members of the RxBox 1000 RMT, he/she shall:
 - Plan for the training, deployment and monitoring of the RxBox 1000 project in the region;
 - Lead in the conceptualization of appropriate regional training and deployment strategies;
 - Recruit and train a regional pool of trainers;
 - Ensure the training competencies of the RMT members by participating in training activities and programs supervised by the UPM-NTHC and approval of their respective DOST Regional Offices;
 - Travel to the site when necessary for pre-deployment activities (i.e. orientation, stakeholders meeting), field monitoring or support provision;
 - Perform daily operations tasks related to the implementation of the project;
 - Ensure proper documentation of all project data in the region;
 - Update and maintain a database of RxBox 1000 recipients and stakeholders as well as the regional counterparts from the Department of Health (DOH) Regional Office;
 - Consolidate data into required including but not limited to
 - Status of implementation;
 - Report to UP NTHC on device-related issues and concerns;



- Training reports, and other related requirements needed for PRC Certification and submission to UP NTHC;
- 5. Coordinate meetings and activities with project stakeholders related to the project.
- 6. Perform all other functions relevant to the operations of the office as assigned from time to time.

DOST-MIMAROPA encourages interested and qualified applicant including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to submit and/or send **application letter** and **resume / curriculum vitae** to

Dr. Ma. Josefina P. Abilay
Regional Director
Department of Science and Technology
MIMAROPA Region
4/F DOST-PTRI Building, Gen. Santos Ave.
Bicutan, Taguig City, Metro Manila

not later than **September 22, 2020** through e-mail hr4bapplications.dost@gmail.com along with:

- original and photocopies of official school **transcript of records**;
- two (2) pcs. **passport size colored ID pictures**; and
- **Personal Data Sheet** (download here: <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)

Please note that only those shortlisted candidates will be contacted for interviews.