



## NOTICE OF HIRING

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

Position : **MIMAROPA Health Research and Development Consortium  
(MHRDC) Project Assistant I**

### Minimum Qualifications:

Education : BS Degree in Development Communication or any S&T related courses

Experience : At least 1 year relevant experience, preferably in handling/implementing and monitoring projects

Training : 4 hours relevant training

### Job Description:

- (a) Organize/coordinate meetings/activities, prepare MHRDC documents as needed (reference materials, communications and minutes of the meeting);
- (b) Develop, update and maintain health R&D databases (researches, human resources, institutions and funding sources);
- (c) Keep and maintain records of the Consortium;
- (d) Consolidate, package and submit accomplishment reports, work and financial plans, Gantt chart of activities, progress and financial reports on projects and activities undertaken by the Consortium;
- (e) Regularly coordinate with PCHRD on projects and activities undertaken by the Consortium;
- (f) Perform other duties that may be assigned from time to time.

Send application letter and resume to **Dr. Ma. Josefina P. Abilay**, Regional Director, DOST-MIMAROPA Regional Office, 4F PTRI Bldg., DOST Complex, Bicutan, Taguig City not later than **April 15, 2017** thru email: [hr.mimaropa.dost4b@gmail.com](mailto:hr.mimaropa.dost4b@gmail.com). You may also inquire at telefax number (02) 837-3755 for more details. Submit original and photocopies of official transcript of records, birth certificate, marriage contract (if applicable), barangay clearance, NBI clearance, TIN, 2 pcs. Passport size colored ID pictures, certificates of training and clearance from previous employer

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