



POSITION TITLE:

PROJECT TECHNICAL ASSISTANT IV

JOB DESCRIPTION AND RESPONSIBILITIES:

Among other tasks that may be assigned to the CONTRACTOR from time to time, CONTRACTOR'S duties and responsibilities shall include:

- Directly supervises the Community Workers in the project site
- Coordinates with Study Leads in the Project site of the local government units in NCR where PTA IV is assigned to
- Leads in coordination with all community workers (CWs) in his/her site towards achieving objectives of the project
- Conducts monthly validation and monitoring of field staff to identify project issues and provide strategies of implementation through mentoring and feedback
- Collaborates and conducts regular meetings with relevant stakeholders (LGU partners and consultants) and vice-versa
- Facilitates engagement of new field staff as necessary and in coordination with the facility
- Oversees operational implementation of the project and provides technical assistance to field staff
 - Community Workers: Ensure that CWs are equipped with the capacity to implement the project at the field level
- Conducts and participated in various capacity-building interventions and training for field staff
- Assists in technical, policy, and advocacy work at regional and LGU levels
- Facilitates site visits of the Project Team and other stakeholders
- Performs other related tasks assigned by PTS I, the Project Leader, and Project Staff

CONTRACTOR shall also:

- A. Comply with all laws, rules, and regulations implemented by all regulatory authorities relevant to the CONTRACTOR's job;
- B. Comply with all reasonable and lawful directions given to him/her by DOH-MMCHD in the performance of his/her duties as stipulated in the Contract; and
- C. Report his/her own wrongdoings to DOH-MMCHD, through the Director IV, immediately upon becoming aware of such wrongdoing.

CONTRACTOR shall not be made to perform functions which are part of the job description of DOH-MMCHD's existing regular employees nor shall CONTRACTOR be designated to positions exercising control or supervision over regular and career employees.



Republic of the Philippines
DEPARTMENT OF HEALTH
Metro Manila Center for Health Development



SIGNED NOTICE **BAGONG PILIPINAS**
RECEIVED AT KMITS ON
JUL 07 2025

NOTICE

The Department of Health-Metro Manila Center for Health Development is looking for qualified applicants, to wit:

POSITION	PROJECT TECHNICAL ASSISTANT IV
NUMBER OF SLOT/S	1
SALARY GRADE	SG 13
MONTHLY SALARY	PHP 34,421.00 PLUS 20% PREMIUM PHP 6,884.20
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION - INFECTIOUS DISEASE PREVENTION AND CONTROL CLUSTER

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	One (1) year of relevant experience
TRAINING:	Eight (8) hours of relevant training
ELIGIBILITY:	Career Service (Professional) Second Level Eligibility

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 7, 2025. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below:

1. Application Letter/Letter of Intent (please indicate the position and place of assignment);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory shall be required, (if applicable);
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LESTER M. TAN, MD, MPH, MSc

Director IV

Blk 6, Brgy. Road, Welfareville Compound, Brgy Addition Hills, Mandaluyong City 1550

mmchd.hrmu@ncro.doh.gov.ph

The Department of Health adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.