



# Position Title: **HEALTH PROGRAM OFFICER II**

## **POSITION DETAILS**

SALARY GRADE: 15  
APPOINTMENT STATUS: N/A (JOB ORDER)  
PROFESSIONAL CATEGORY: N/A  
OFFICE: TECHNICAL SECRETARIAT TEAM, HEALTH TECHNOLOGY  
ASSESSMENT UNIT (HTAU)

## **CSC MINIMUM QUALIFICATION STANDARDS**

### **EDUCATION:**

- Bachelor's Degree

### **EXPERIENCE:**

- One (1) year of relevant experience

### **TRAINING:**

- Four (4) hours of relevant training

### **ELIGIBILITY:**

- N/A

### **COMPETENCY REQUIREMENTS:**

- N/A

## **JOB DESCRIPTION AND RESPONSIBILITIES**

- a. Leads the development and oversees the implementation of the HTAC Philippines Pools of Resource Persons (i.e., clinical experts, non-clinical experts, patient advocates, industry) and academic networks;
- b. Leads all partnership-related projects of HTAU, and liaises with multi-stakeholder groups for partnerships, consultations and capacity-building activities;
- c. Manages partnerships for curating the HTA website and develops and creates external communication materials according to stakeholder needs (i.e., for translation of HTA topic nomination forms in various languages, public briefers for patients and the media);
- d. Delivers frequent progress reports on partnerships, stakeholder engagements and consultations with members of pools of resource persons for health technology assessments;
- e. Manages the tracking of timelines of assessments, including those of externally-commissioned topics;
- f. Receives and processes HTA topic nominations and works closely with different offices and teams to design an effective long-term partnership strategy of the HTAU;
- g. Performs necessary fieldwork, focus group discussions, consultations or interviews to gather data relevant to the deliverables, and convenes expert and patient groups as needed;
- h. Organizes and assists in meetings, conferences, webinars and workshops hosted by HTAU;
- i. Drafts minutes of HTAC and scoping/ expert consultation meetings; and
- j. Performs other related tasks that may be assigned from time to time.