

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER III
PAY RATE: SG 18 (Php40, 637.00/month)
OFFICE : Center for Cosmetics Regulation and Research (CCRR)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job.
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CS Professional/RA 1080

End user’s preferences:

Education: Bachelor’s degree relevant to the job. Preferably B.S Agriculture (Major in Entomology), B.S Pharmacy, B.S Chemistry or B.S Chemical Engineering.
Experience: 2 years of relevant experience.
Training: 16 hours of Relevant Training.
Skills: Excellent technical writing skills
Eligibility: Preferably with Career Service Professional and/or RA 1080


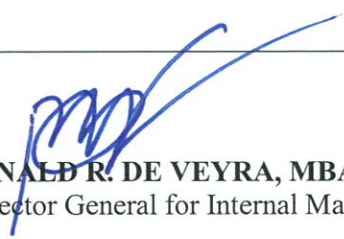
Job Description:

1. Conduct of research work in the recent advances and development in scientific evaluation of tobacco products and substitute such as Vapor product and heated Tobacco products.
2. Formulation and development of issuances/regulations, policies/guidelines, operational system and procedures and product standard.
3. Provide technical assistance on matters regarding licensing, registration, notification and other issuances of certificates, clearances and permits;
4. Perform Post-Market Surveillance (PMS) activities including product verification, post-evaluation of acknowledged notifications, product recall, complaint handling and adverse event monitoring/reporting.
5. Participate in inter-/ intra office government agencies collaboration related to monitoring and regulation of tobacco products and its substitutes.
6. Assist immediate supervisor in monitoring the implementation of issuances/ regulations, policies/ guidelines, operational systems and procedures, and product standards.
7. Preparation of monthly, quarterly, semi-annual and annual accomplishment reports.
8. Develop training plan for new and existing employees to be assigned to the unit.
9. Perform other related functions as may be assigned by immediate supervisor.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

- 1. Application Letter;
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
- 3. Certified True Copy of Eligibility;
- 4. Certified True Copy of Diploma and Transcript of Record ;
- 5. Certificate of Attendance to training/s, if any;
- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records.

Date posted: 02 December 2020
Deadline of submission: 09 December 2020

 ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, Center for Cosmetics Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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