

Food and Drug Administration
Department of Health
Filinvest Civic Drive, AlabangMuntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER II

PAY RATE: SG 15 (Php32, 053.00/month)

OFFICE : Policy Planning Services (under PDTD)

QUALIFICATION STANDARD	
Education	Bachelor’s degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

End user’s preferences:



- Education: Preferably Bachelor’s degree
- Experience: Preferably 1 year relevant experience on Social Media Management, Information and Communication (IEC) development, mass media communication, graphic designing; Knowledgeable in using software for the development of IEC materials such as Adobe Photoshop, Adobe Illustrator, Adobe Premiere, and/or After effects.
- Training: Preferably 4 hours of relevant training

Job Description:

1. Develop communication materials such as articles/write-ups and infographics in relation to EODB initiatives, projects and/or programs of the FDA.
2. Facilitate dissemination of EODB communication materials through the FDA website, FDA social media pages, and/or newspaper publications, among others
3. Collaborate with Centers/Offices in the content development of IEC materials in relation to EODB.
4. Performs other related functions as may be assigned.

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.

 IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA Director II/OIC, Policy and Planning Services	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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Date posted: 29 April 2021

Deadline of submission: 06 May 2021