

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 PFPID)

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:


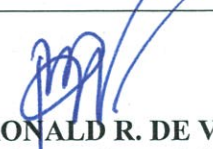
Education: Preferably Bachelor's degree
Experience: Preferably 1 year relevant experience
Training: Preferably 4 hours of relevant training

Job Description:

1. Ensure that the EODB is in line with the overall objectives to deliver projects with transformational outcomes;
2. Conduct and review time-and-motion studies for business and non-business-related processes;
3. Ensure that FDA is fully compliant with the requirements of EODB;
4. Responsible for the engagement, procurement and management of delivery partners who will have responsibility for delivering the EODB Program;
5. Evaluate activities to assess compliance risk;
6. Collaborate with external sectors on inter-agency collaborations; and,
7. 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