

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER II

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

OFFICE : Deputy Director General for Field Regulatory Operations Office

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	1 year relevant experience
Training	4 Hours relevant training
Eligibility	RA 1080

End User's Preferences:

Education: Bachelor degree in Pharmacy

Experience: 1 year relevant experience

Training: 4 Hours relevant training

Eligibility: RA 1080

Job Description:



1. Review/ assess inspection report (e.g. accuracy, timeliness, completeness, relevance, appropriateness if recommendations;
2. Assist in the Coordination Center for COVID-19 vaccine cold chain inspection/ monitoring and other deliverables/ special project of the FROO (e.g. Clinical Trial Inspection ISO/IEC 17020, WHO-GBT, National Consciousness weeks against counterfeit medicines 2021);
3. Assist in the review of FDA policies and other/ related policies on pharmaceutical/health product regulation and research (local or international);
4. Assist in the conduct of research on FROO operations/programs and current trends/advances on policies/Pharmaceutical technology related to pharmaceutical regulations;
5. Draft/prepare technical reports (e.g. concept notes, policy matrices, research briefs) as requested by DDG; and
6. Perform 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.

Date posted: 08 July 2021

Deadline of submission: 14 July 2021

 DR. OSCAR G. GUTIERREZ, JR, MPA Deputy Director General for FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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