

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER III

PAY RATE: SG 18 (Php 42,159.00/month)

OFFICE : Center for Cosmetics Regulation and Research (CCRR)

| QUALIFICATION STANDARD | |
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| 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: Preferably Master’s degree in Laws (LLM), Bachelor of Laws (LLB), BA Social Science, BA Political Science, BS Pharmacy, BS Industrial Pharmacy, BS Chemistry or BS Chemical Engineering.

Experience: Preferably at least 2 years of relevant experience on licensing of establishments, product registration/notification of products under the jurisdiction of FDA, or on policy making.

Training: 16 hours of Relevant Training.

Skills: Excellent technical writing skills.

Eligibility: Preferably RA 1080

Job Description:


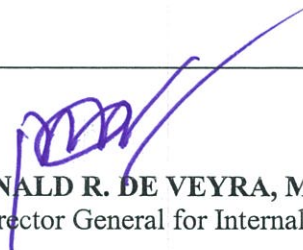
1. Conduct of research work in the recent advances and development in scientific evaluation of tobacco products and substitutes such as electronic nicotine delivery system (ENDS) and electronic non-nicotine delivery system (ENNDS);
2. Formulation and development of issuances/ regulations, policies/ guidelines, operational systems and procedures and product standards;
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 of government agencies collaboration related to monitoring and regulation of tobacco products and its substitute;
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; and
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: 15 October 2021

Deadline of submission: 19 October 2021

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|  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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