

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER III

PAY RATE: SG 18 (Php43,681.00/month)

**OFFICE : Center for Cosmetics and Household/Urban Hazardous Substances
Regulation and Research (CCHUHSRR)**

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (CS) Professional/Second Level Eligibility

End User's Preferences:

Education: Bachelor's degree relevant to the job.
Preferably BS Computer Science, BS Information Technology, BS Computer Engineering, BS Business Management, BS Business Administration
Experience: 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Preferably with Career Service (CS) Professional/Second Level Eligibility

Job Description:


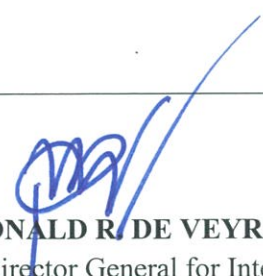
1. Formulates database structures and design for the agency;
2. Maintains and manages CCHUHSRR's Postings on the FDA website, in collaboration with the ICTMD, and the corporate database;
3. Assist the PRSDD-Policy Team in the preparation of the FDA CCHUHSRR Communications Plan for the dissemination of regulations and policies;
4. Prepare Term of References (TOR) of the CCHUHSRR's IT System requirements for PMS, LTO and product registration/notification application and processing;
5. Conduct of training for evaluators and inspectors on the navigation, operation, and maintenance of developed PMS, LTO and product registration/notification application systems;
6. Assist in the maintenance and updating of the CCHUHSRR E-portal Systems;
7. Prepares requests on the CCHUHSRR's IT needs for endorsement to the ICTMD;
8. Coordinate with the ICTMD on the transition process of the CCHUHSRR to the new IT System; and
9. 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: 22 February 2022
Deadline of submission: 01 March 2022

 ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, CCHUHSRR	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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