

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER II

PAY RATE: SG 15 (Php 33,575.00/month)

OFFICE : Common Services Laboratory

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job.
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CS Professional/RA 1080

End user’s preferences:

Education: Preferably in Pharmacy, Chemistry, Biochemistry (Licensed Chemist), Food Technology, Microbiology, Medical Technology, Biology (Major in Micro Biology)

Experience: At least 1 year of relevant experience preferably includes but not limited to:

- An analyst in either clinical/ hospital experience microbiological or biological testing laboratories
- Has performed at least basic instrumentation in the conduct of analysis
- Must be knowledgeable on the implementation of ISO/IEC 1702 & ISO 9001 Quality Management System

Training: 4 hours of Relevant Training preferably in:

- Analytical methods/ techniques and instrumentation
- Basic orientation on Elements of ISO 17025 Quality Management System requirements.
- Knowledgeable on analytical method validation, verification and method transfer and/or other related Practices.
- Knowledgeable of estimation of measurement uncertainty and control charting.
- Microbiological methods and techniques.

Eligibility: RA 1080 with valid license or CS Professional 2nd level eligibility

Attitude/Values: Excellent Communication skills,

-Advance knowledge and experience in technical writing and MS Office software.

Job Description:

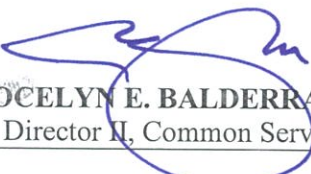
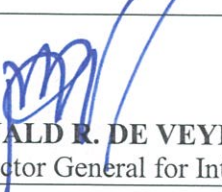
1. Assists in the CSL Director, Laboratory Heads and other staff in coordinating activities carried out by the CSL;
2. Performs organizational and research tasks for routine laboratory activities and identified projects for enhancement of laboratory services;
3. Responsible for reviewing incoming communications, assisting other staff, and drafting correspondences or messages;
4. Provide assistance in planning and organizing information dissemination events and activities; and
5. 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: 22 March 2022

Deadline of submission: 29 March 2022

 JOCELYN E. BALDERRAMA, RPh, MBA Director II, Common Services Laboratory	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
--	---