

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT III

PAY RATE: SG 9 (Php 19, 593.00/month)

OFFICE : Center for Cosmetics Household Urban Hazardous Substances Regulation & Research (CCHUHSRR) under PRSDD

QUALIFICATION STANDARD	
Education	Completion of two years of studies in college.
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CS Professional/RA 1080

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 and BS Psychology.

Experience: 1 year of relevant experience.

Training: 4 hours of Relevant Training.

Eligibility: Preferably with Career Service (Sub-professional) First Level Eligibility.

Job Description:

1. Routes official communications and other related documents to the concerned Center/Office;
2. Maintains orderly record and file of all the official communications/documents received by the Center/Office;
3. Compose and encodes/types correspondence complicated in nature, reports, vouchers and other related documents;
4. Answer and/or places telephone calls and email inquiries;
5. Evaluates promo permit applications; and
4. 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 April 2022

Deadline of submission: 15 April 2022

 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
---	--