

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (6) Food-Drug Regulation Officer II
PAY RATE: SG 15 (Php. 33,575/month)
OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	1 year experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility/ R.A 1080

End User’s Preference

Education: B.S in Pharmacy
Experience: At least one-year regulatory experience
Training: Four (4) hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility/ R.A No. 1080

Other Qualifications:

- Can report ASAP.
- Processes analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptability and flexibility, can work independently.
- Willing to work on extended hours

Job Description:

1. Review and process applications related to drug product registration, applications under clinical trial unit and product verification, and/or complaints, and/or product recall and/or adverse events, adverse drug reaction and adverse events following immunization including conduct of investigation and submission to UMC;
2. Provide technical assistance regarding post marketing surveillance activities and/or product safety and/or CTU-related applications to stakeholders;
3. Participate in the development of policies, guidelines and operational procedures in scientific product evaluation, conduct of clinical trials, licensing of establishments and post marketing activities;
4. Assist in the development of system related to product registration, clinical trials, licensing of establishments and post marketing activities such as pharmacovigilance;
5. Assist in establishing inter/intra collaboration in the registration of drug products monitoring of products and drug establishments, pharmacovigilance and CTU-related operations;
6. Provide technical supervision to staff; and
7. 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 @ fda website- Careers area);
- 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 of Posting: 05 May 2022
Deadline of Submission: 12 May 2022

Noted by:	Approved by:
 JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management

 12 May 2022

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