

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) HEALTH EDUCATION AND PROMOTION OFFICER IV

PAY RATE: SG 22 (Php68, 415.00/month)

OFFICE : Office of the Director General (ODG)

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	Three (3) years of relevant experience
Training	Sixteen (16) hours relevant training
Eligibility	CS Professional/Second Level Eligibility

End user's preferences:

Education: Bachelor's Degree relevant to the job

Experience: Three (3) years of relevant experience

Training: Sixteen (16) hours relevant training

Eligibility: Preferably CS Professional/Second Level Eligibility/RA 1080

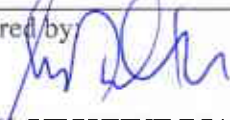

Job Description:

1. Develop health regulatory promotion strategies and social mobilization based on regulatory promotion policies, standards and guidelines.
2. Conduct advocacy and social mobilization for health regulatory promotion initiatives.
3. Provide technical assistance for health regulatory promotion strategies, programs, activities and social mobilization.
4. Supervise the conduct of monitoring and evaluation in the implementation of health regulatory promotion strategies and social mobilization.
5. Ensure the conduct of research on health regulation promotion.
6. Strengthen collaboration with other DOH clusters, government agencies, private sectors and other partners on policy advocacy for health regulatory promotion issues.
7. Provide technical supervision of staff.
8. Perform other related functions as maybe 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: 25 August 2011
Deadline of submission: 30 August 2011

Prepared by:  ATTY. KRISTINE DIANNE C. LIM Executive Assistant IV	Approved by:  DR. SAMUEL A. ZACATE Director General
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