

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) ADMINISTRATIVE ASSISTANT VI

PAY RATE: SG 12 (Php 26,052.00/month)

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

QUALIFICATION STANDARD	
Education	Completion of two years of studies in college.
Experience	2 years of relevant experience
Training	8 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 and BS Business Administration.

Experience: 2 years of relevant experience.

Training: 8 hours of Relevant Training.

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

Job Description:



1. Receives and reviews administrative documents for signature of CCHUHSRR- PRSDD/LRD;
2. Facilitates receiving and routing of documents;
3. Assist in the review, development and updating of policies concerning CCHUHSRR;
4. Maintains and updates relevant database;
5. Prepares administrative documents and other related correspondence;
6. Manages and maintains official email accounts and issuance of industry user accounts for the ePortal system;
7. Maintains orderly record and file of all the official communications/documents received by the assigned section/team;
8. Facilitates and coordinates supplies and I.T equipment need of the assigned section/team; 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: 06 September 2022

Deadline of submission: 17 September 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
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