

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER II

PAY RATE: SG 15 (Php33, 575.00/month)

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

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	1 Year relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Professional) Second level Eligibility

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: 1 Year relevant experience

Training: 4 hours relevant training

Eligibility: Preferably CS Professional

Job Description:


1. Formulates Database structures and design for the Center;
2. Maintain and manage the Center's website and the corporate database;
3. Assist in the preparation of FDA Information System Strategic Plan;
4. Assist in the preparation of Term of Reference (TOR);
5. Conduct's Information System User's Training;
6. Serves as I.T Technical Committee Secretariat;
7. Prepares I.T Procurement Plan and HW/ SW inventory;
8. Establish link and network with other National and International I.T groups; and
9. Performs 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