

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) STATISTICIAN III**

**PAY RATE: SG 18 (Php43, 681.00/month)**

**OFFICE : Policy Planning Services (Monitoring and Evaluation Division)**

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional)

**End user's preferences:**

**Education:** Bachelor's degree in Statistics, Mathematics and/or Economics; graduate of any Bachelor's degree with 12 units in Statistics, Mathematics and/or Economics in the curriculum

**Experience:** two (2) years of relevant experience in program/project monitoring and evaluation or any direct experience in the collection, processing and analysis of data and preparation of statistical reports.

**Training:** Eight (8) hours of relevant training in program/project monitoring and evaluation and evaluation or any related training on statistical tools and methods, data management.

**Eligibility:** Preferably with CS Professional Eligibility or Second Level Eligibility


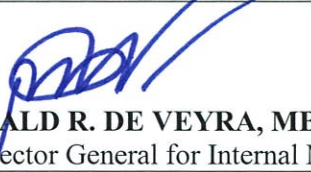
**Job Description:**

1. Develop a system for the effective monitoring of agency performance;
2. Collect data pertinent to health establishments and health products under FDA's jurisdiction including other data requirements of the Agency;
3. Perform statistical/graphical analysis and interpretation of the reports submitted by the centers and offices;
4. Perform statistical analysis and interpretation of data/reports generated from the Online Disclosure Reporting System (ODRS);
5. Analyses the reports from the Field Regulatory Operations Office; and
6. 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:** 26 JAN 2023  
**Deadline of submission:** 02 FEB 2023

 <b>IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA</b> Director II/OIC, Policy and Planning Services	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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