

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) HEALTH PROGRAM OFFICER I

PAY RATE: SG 11 (Php25, 439.00/month)

OFFICE : Policy Planning Services (PDTD Advocacy Section)

QUALIFICATION STANDARD	
Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second level Eligibility

End user's preferences:

- Education:** Preferably graduate of International Studies/Foreign Policies and Relations
- Experience:** With experience in monitoring and maintaining of database
- Training:** With training on communication, advance use MS Excel/ PowerPoint
- Eligibility:** CS Professional or any equivalent eligibility

Job Description:

1. Consolidate and/or assist in the development of FDA response on request for information/correspondence related to the international engagements of the agency;
2. Monitors the development and/or status if international engagement/commitments;
3. Facilitate processing of FDA nomination for international engagements;
4. Maintains database of international engagements, cooperation agreements, MOAs/MOUs, and Post-Travel Reports;
5. Coordinates with DOH, DTI, DFA and other relevant agencies in relation to international engagements/commitments; 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: 30 JUN 2023  
Deadline of submission 07 JUL 2023

 <b>JULIE L. ADVARA, RN, MBA</b> CAO, Human Resource Development Division	 <b>DR. SAMUEL A. ZACATE</b> FDA, Director General
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