

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER II

PAY RATE: SG 15 (Php35, 097.00/month)

OFFICE : Policy Planning Services (PDTD Advocacy Section)

QUALIFICATION STANDARD	
Education	Bachelor's degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility/ RA 1080

End user's preferences:

- Education:** Graduate of Broadcast Journalism, Mass Communication, Development Communication or any related course
- Experience:** Preferably with 1-year relevant experience in information, Education and Communication materials development/designing, mass media communication, knowledge in using software for the development of IEC materials
- Training:** Preferably four (4) hours of relevant training
- Eligibility:** Preferably with CS Professional or any equivalent eligibility

Job Description:



1. Develop IEC materials such as infographics, articles, video materials, in relation to the FDA health regulatory policies and Ease of Doing Business initiatives, programs, and/or projects and consumer education and protection;
2. Facilitate dissemination of approved IEC materials through various channels such as the FDA website, FDA social media page, newspaper and others;
3. Coordinate and collaborate with the Centers/Offices in the content development and layouting of IEC materials; and
4. 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

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
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