

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (5) Food-Drug Regulation Officer I
PAY RATE: SG-11 (Php 25, 439/month)
OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

End user’s preference:
Education: Preferably BS in Pharmacy
Eligibility: Preferably R.A 1080 (Registered Pharmacist)

- Other Requirements:**
- Can report to work ASAP.
 - Possesses analytical skills, prioritizes, initiates and meets deadlines.
 - With good interpersonal and communication skills.
 - With good moral character.
 - With good computer skills.
 - Resourceful, high adaptable, can work independently
 - Willing to work on extended hours

Job Description:
Product Research and Standard Development Division

1. Evaluate and process product verification, and/or complaints, and/or product recall and/or adverse events, adverse drug reactions and adverse events following immunization including conduct of investigation and submission to UMC.
2. Provide technical assistance regarding post marketing surveillance activities to stakeholders.
3. Assist in the development of policies, guidelines and operational procedures in scientific product evaluation, conduct of clinical trials, licensing of establishments and post marketing activities.
4. Assist in the development of systems related to product registration, clinical trials, licensing of drug establishments and post marketing activities.
5. Assist in establishing inter/intra collaboration on CDRR-related matters.
6. Perform other related functions as may be assigned.

- Licensing and Registration Division**
1. Review and process applications related to product registration;
 2. Participate in the development of systems on product registration;
 3. Participates in the development of policies, guidelines and operational procedures on registrations under CDRR jurisdiction;
 4. Provide technical assistance related to product registration to staff and stakeholders;
 5. Participate in strengthening of inter/intra collaboration to staff and stakeholders;
 6. 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 @ fda website- Careers area);
- 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 Record

Noted by: JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	Approved by: DR. SAMUEL A. ZACATE Director General
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Date of Posting: 18 AUG 2023
Deadline of Submission: 25 AUG 2023