

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) ADMINISTRATIVE ASSISTANT VI

PAY RATE: SG 12 (Php 27,608.00/month)

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

QUALIFICATION STANDARD	
Education	* Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/ trade course ***Completion of two (2) year studies in college
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CS Professional/RA 1080

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: 2 years of relevant experience.

Training: 8 hours of Relevant Training.

Eligibility: Preferably with Career Service (Sub-professional) First Level Eligibility.

Job Description:

1. Receives and reviews administrative documents for signature of CCHUHSRR- PRSDD/LRD;
2. Facilitates receiving and routing of documents;
3. Assist in the review, development and updating of policies concerning CCHUHSRR;
4. Maintains and updates relevant database;
5. Prepares administrative documents and other related correspondence;
6. Manages and maintains official email accounts and issuance of industry user accounts for the ePortal system;
7. Maintains orderly record and file of all the official communications/documents received by the assigned section/team;
8. Facilitates and coordinates supplies and I.T equipment need of the assigned section/team; and
9. 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:	Approved by:
<div>JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division</div>	<div>DR. SAMUEL A. ZACATE Director General</div>

Date of Posting: 22 SEP 2023
Deadline of Submission: 29 SEP 2023