

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (10) LICENSING OFFICER I

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

OFFICE : Center for Device Regulation, Radiation Health and Research

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 Engineering courses (EE, ECE, ME, Com. Eng. Com. Science), Medical Technology, Nursing, Physical Therapy, Radiologic Technology, Dentistry, Chemistry, Computer Science, Computer Engineering and other allied medical courses.

**Eligibility:** Preferably in CS Professional

Attitude/Values:

1. With good moral character.
2. detailed-oriented.
3. Ability to work with minimal supervision.
4. Willing to work on extended hours.

Job Description:



1. Reviews and evaluates application for registration of medical devices;
2. Evaluates compliance documents for registration of medical devices;
3. Provides Technical assistance related to licensing and registration based on standards, existing rules and regulations set by FDA;
4. Received telephone and walk-in referrals/ product inquires/ complaints and application follow-ups related to regulations sets by the FDA; and
5. Perform other related functions as maybe 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 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility, if any;
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: 16 NOV 2023

Deadline of submission: 23 NOV 2023

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