

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (10) Food-Drug Regulation Officer II

PAY RATE: SG-15 (Php 35,097/month)

OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	1 year of Relevant Experience
Training	4 hours of Relevant Training
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.


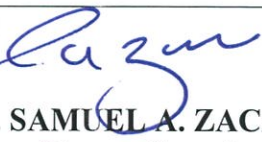
Job Description:

Licensing and Registration Division-Registration Section

1. Review and process applications related to drug product registration.
2. Assist in the development of systems on product registration.
3. Participate in developing policies, guidelines and operational procedures on registration of products under CDRR jurisdiction.
4. Provide technical assistance/advisory services related to product registration to stakeholders.
5. Assist in establishing inter/intra collaboration in the registration of drugs.
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 Notarized 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. SAMUELA A. ZACATE Director General
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Date of Posting: 20 MAR 2024

Deadline of Submission: 27 MAR 2024