

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION TECHNOLOGY OFFICER I
PAY RATE: SG 19 (Php 49,835.00/month)
OFFICE : Center for Drug Regulation and Research (CDRR)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CS Professional/ Second level eligibility

End user’s preferences:
Education: B.S in Information Technology, B.S in Computer Science, B.S Computer Engineering, and B.S. Computer Programming.
Experience: 2 Years of relevant Experience.
Training: 8 hours of Relevant Training.
Eligibility: Preferably with Career Service (Professional) Second Level Eligibility.

Job Description:

1. Formulates database structures and design for center.
2. Regularly updates, back-up files and troubleshoot database files.
3. Maintains and manage the agency’s website and the corporate database.
4. Assist in the preparation of FDA Information Strategic System Plan.
5. Prepares Term of Reference (TOR) related to IT.
6. Conduct Information System User’s training.
7. Serve as IT Technical Committee Secretariat.
8. Prepares IT Procurement Plan and inventory.
9. Assist in the establishment of linkage and network with other national and international IT groups.
10. 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 Notarized 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. Certified of Attendance to trainings/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 20 MAR 2024
Deadline of submission: 27 MAR 2024

Noted by: JULIE L. ALYARA, RN, MBA CAO, Human Resource Development Division	Approved by: DR. SAMUEL A. ZACATE Director General
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