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

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) INFORMATION SYSTEMS ANALYST I
PAY RATE: SG 12 (Php27,608/month)
OFFICE: Information and Communication Technology Management Division

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	CS (Professional) Second level Eligibility

End User Preference:
Education: Preferably BS in Information Technology or other I.T related course
Training: Four (4) hours of relevant training
Experience: Preferably 1 year of relevant experience and knowledge in Database Management; system/software/program, development; system and network management (Software and hardware); and ICT preventive maintenance and troubleshooting
Eligibility: Preferably CS Professional

Job Description:
1. Conduct system analysis and design and prepare system specifications;
2. Prepare system documentation, guidelines and procedures;
3. Analyze current business process and recommend innovation;
4. Prepare project proposals, feasibility study and other project related documents;
5. Perform data analysis;
6. Conduct I.T-related research; and
7. 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 athttp://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. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 0 5 APR 2024
Deadline of submission: 1 2 APR 2024

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