

POSITION TITLE : ONE (1) LEGAL ASSISTANT

PLACE OF ASSIGNMENT : International Affairs Office – ICND
PRC-PICC Office
3/F Delegation Bldg., Philippine International Convention Center
Vicente Sotto, St., Pasay City, Metro Manila

JOB DESCRIPTION :

1. Prepare / conduct research particularly on regulations/policies affecting services and the practice of professions, and analyses/ interprets/ reviews legislations;
2. Prepare briefing materials, talking points, position papers, and other technical documents for the Commission and the Professional Regulatory Boards related to international relations / trade including drafting of policies, positions, and agreements; and
3. Perform other functions that may be assigned by the Commission or Supervisor.

SALARY

- Equivalent to SG 12 with 20% top-up or P 34,998.00 / month

QUALIFICATIONS

- Education : Bachelor's degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses *with minor or specialization in foreign service/ international relation/ international trade or its equivalent*)
- Eligibility : Civil Service (Professional) / Second Level Eligibility
- Experience : No experience required
- Excellent research and project development skills
- Knowledgeable on international relation / international trade studies
- Strong interpersonal, communication, and assessment skills
- Analytical, problem-solving, and conflict resolution skills
- Organizational and time management skills
- Exceptional professionalism and strong work ethic

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **25 May 2023** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
Nicanor Reyes Street, Sampaloc, Manila
prcrecruitmentapp@gmail.com

