

POSITION TITLE : ONE (1) LAWYER

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. Supervise the conduct of research on regulations/policies affecting services and the practice of professions, and the analysis/ interpretation/ review of legislations;
2. Draft legal advise / opinion on ongoing international negotiations for the ICND for the Commission and/or the different Professional Regulatory Boards (PRBs);
3. Prepare letters and communications with other governmental entities or private individual;
4. Draft agreements, counter offers (e.g., Memorandum of Understanding) in preparation for negotiations with international counterparts; and
5. Perform other functions that may be assigned by the Commission or Supervisor.

SALARY

- Equivalent to SG 18 with 20% top-up or P 56,070.00/month

QUALIFICATIONS

- Education : Bachelor of Law
- Eligibility : RA 1080
- 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