

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

## **ONE (1) LEGAL ASSISTANT**

### **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 14 with 20% top-up or P38,785.2/month

### **Qualifications**

- Bachelor of Law or Master's degree with minor or specialization in foreign service/ international relation/ international trade or its equivalent
- 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
- Preferably with experience in foreign relation

### **Mode of Employment**

- Job Order

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

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN
6. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **15 June 2022** to:

### **KRISTINE S. LABAO**

Administrative Officer V (HRMO III)  
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

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## **ONE (1) LAWYER**

### **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 advice/ 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 P54,243.64/month

### **Qualifications**

- Education: Bachelor of Law
- Eligibility: RA 1080
- 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
- Preferably with experience and knowledge in foreign relation and international law

### **Mode of Employment**

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