

Position Title : **One (1) Attorney II**

Place of Assignment : International Affairs Office – International Commitments and Negotiation Division
PRC-PICC Office
3/F Delegation Bldg., Philippine International Convention
Central Vicente Sotto St., Pasay City, Metro Manila

Qualifications:

- Education: Bachelor of Laws
- Eligibility: RA 1080
- Experience: None required
- Others: Excellent research and project development skills;
Strong personal, communication, and assessment skills
Analytical, problem-solving, and conflict resolution skills
Organizational and time management skills
Exceptional professionalism and strong work ethic

Job Description

- Assist in the conduct of research on regulations/policies affecting services and the practice of professions, and the analysis/ interpretation/ review of legislations;
- Prepare/draft legal advice / opinions, research and position papers, and other correspondence requiring the application of legal knowledge on ongoing international negotiations for the ICND, Commission, and/or the different Professional Regulatory Boards (PRBs);
- Prepare/draft letters and communications with other governmental entities or private individual;
- Prepare/draft contracts and agreements, counter offers (e.g., Memorandum of Understanding) in preparation for negotiations with international counterparts;
- Perform other duties assigned from time to time.

Salary Equivalent to SG 18 plus 20% Top-up or P56,070.00/month

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-sized 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 **12 October 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com