

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)
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 **6 July 2022** to:

KRISTINE S. LABAO

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

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) 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

- Job Order

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