



MARITIME INDUSTRY AUTHORITY

11 September 2018

NOTICE OF FILLING-UP OF VACANT POSITION

Please be informed that this Authority intends to fill-up its vacant positions as indicated in the attached list dated **07 September 2018**. The following documents are required for submission.

Walk-in applicants:

1. Letter of intent, specifying the position applied for;
2. Fully accomplished Personal Data Sheet (CSC Form 2017), Revised 2017, which may be downloaded from the CSC Website (www.csc.gov.ph), indicating all the required data/information, together with the Work Experience Sheet;
3. Certified True Copy of Transcript of Records;
4. Authenticated Certificate of the appropriate/required eligibility/license (Civil Service Professional/Sub-Professional, Bar/Board Ratings, etc.);
5. Service Records or certifications from previous employers stating the position held, with Job Description or specific functions, duties and responsibilities;
6. Certified True Copy of Training Certificates/Commendations;
7. Performance Evaluation Reports with Behavioral Dimension Forms for the last two (2) rating periods (for government employees);
8. Latest NBI Clearance; and
9. Birth/Marriage Certificate (NSO Authenticated)

Insider/MARINA Employees:

1. Letter of intent, specifying the position applied for;
2. Completely filled-out and updated Personal Data Sheet (CSC Form 2017), Revised 2017, together with the Work Experience Sheet;
3. Photocopies of documents supporting the PDS;
4. IPCR Ratings (January to June 2017 and July to December 2017);
5. Behavioral Dimension Forms (January to June 2017 and July to December 2017)

Applicants for the vacant positions must submit applications to:

Ms. ANNABELL P. LAGAS
Chief Administrative Officer
Human Resource Management and Development Division
984 Parkview Plaza Taft Avenue corner T.M. Kalaw
Ermita, Manila

Deadline for Submission: 25 September 2018


ROBERTO C. ARCEO, CESO V
Director II
Management, Financial and Administrative Service

Parkview Plaza
984 Taft Avenue corner T.M. Kalaw
Ermita, Manila, Philippines

ISO 9001:2008
BUREAU VERITAS
Certification
STCW & SIRG



Tel. Nos. : (632) 523-9078/ (632) 526-0971
Fax No. : (632) 524-2895
Website : www.marina.gov.ph

Position Title	INFORMATION OFFICER V
Item Number	MARINA-DOTrB-INFO5-24-2017
No. of Positions	1
Office / Division	Information and Publication Division, Management Information Systems Service
Salary Grade	24 (P 73, 299)

Qualification Standards

Education	Master's Degree or Certification in Leadership and Management from the CSC
Experience	Four (4) years of supervisory/management experience
Training	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years
Eligibility	Career Service Professional / Second Level Eligibility

General Functions of the Position

Plans, prepares and implements the work program of the Division; Supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division; Prepares individual rating report; Reviews/Evaluates performance of Division staff at the end of each rating period; Initiates and/or supervises the formulation, updating and implementation of plans and programs, maintenance and preparation, dissemination/publication of maritime industry sector related data/statistics and all required reports

Position Title	ENGINEER III
Item Number	MARINA-DOTrB-ENG3-37-2017
No. of Positions	1
Office / Division	Maritime Safety Inspection Division, Maritime Safety Service
Salary Grade	19 (P 42,099)

Qualification Standards

Education	Bachelor's Degree in Engineering relevant to the Job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	RA 1080

General Function of the Position

Conducts ship inspections and audits & evaluates company Safety Management System (SMS) Manuals

Position Title	INFORMATION SYSTEMS ANALYST III
Item Number	MARINA-DOTrB-INFOSA3-24-2017
No. of Positions	1
Office / Division	Information Technology Division, Management Information Systems Service
Salary Grade	19 (P 42,099)

Qualification Standards

Education	Bachelor's Degree relevant to the Job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

General Function of the Position

Operates and maintains the computers and network infrastructures of the different Units of the Agency & updates and maintains effective web/network administration

Position Title	INFORMATION TECHNOLOGY OFFICER I
Item Number	MARINA-DOTrB-ITO1-25-2017
No. of Positions	1
Office / Division	Information and Communications Technology Division, Standards of Training, Certification and Watchkeeping Office
Salary Grade	19 (P 42,099)

Qualification Standards

Education	Bachelor's Degree relevant to the Job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

General Function of the Position

Performs Database administration, such as installation, configuration, monitoring, etc., as well as Database server upgrades

Position Title	ATTORNEY II
Item Number	MARINA-DOTrB-ATY2-27-2017
No. of Positions	1
Office / Division	Hearing and Adjudication Division, Franchising Service
Salary Grade	18 (P 38,085)

Qualification Standards

Education	Bachelor of Laws
Experience	None Required
Training	None Required
Eligibility	RA 1080

General Function of the Position

Evaluates applications/petitions/motions for Certificates of Public Convenience (CPCs) / Provisional Authority (PA) / Special Permit (SP) & assists in the formulation and updating of rules and regulations necessary in the implementation of RA 9295 and its IRR

Position Title	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
Item Number	MARINA-DOTrB-SRMIDS-75-2017
No. of Positions	1
Office / Division	Accreditation Division, Standards of Training, Certification and Watchkeeping Office
Salary Grade	18 (P 38,085)

Qualification Standards

Education	Bachelor's Degree relevant to the Job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

General Function of the Position

Evaluates applications for accreditation of Maritime Training Institutions (MTIs), courses, and Instructors /Assessors, and prepares necessary Circulars or Advisories for the implementation of Model Courses/Programs

Position Title INFORMATION SYSTEMS ANALYST II
Item Number MARINA-DOTrB-INFOSA2-26-2017
No. of Positions 1
Office / Division Information Technology Division, Management Information Systems Service
Salary Grade 16 (P 31,765)

Qualification Standards

Education Bachelor's Degree relevant to the Job
Experience One (1) year of relevant experience
Training Four (4) hours of relevant training
Eligibility Career Service Professional / Second Level Eligibility

General Function of the Position

Assists in the maintenance and operation of the computers and network infrastructures of the different Units of the Authority & updates and maintains an effective web/network administration

Position Title COMPUTER PROGRAMMER II
Item Number MARINA-DOTrB-COMPRO2-27-2017
No. of Positions 1
Office / Division Information Technology Division, Management Information Systems Service
Salary Grade 15 (P 29,010)

Qualification Standards

Education Bachelor's Degree relevant to the Job
Experience One (1) year of relevant experience
Training Four (4) hours of relevant training
Eligibility Career Service Professional / Second Level Eligibility

General Function of the Position

Assists in the design, development and maintenance of computer-based systems and programs

Position Title ADMINISTRATIVE AIDE VI
Item Number MARINA-DOTrB-ADA6-34-2017
No. of Positions 1
Office / Division Complaints and Investigation Division, Enforcement Service
Salary Grade 6 (P 14,340)

Qualification Standards

Education Completion of two years' studies in college
Experience None Required
Training None Required
Eligibility Career Service Sub-Professional / First Level Eligibility

General Function of the Position

Performs clerical/administrative functions

Position Title ATTORNEY III
Item Number MARINA-DOTrB-ATY3-38-2017 / MARINA-DOTrB-ATY3-31-2017
No. of Positions 2
Office / Division MRO XIII [CARAGA] / MRO VI [ILOILO CITY]
Salary Grade 21 (P 52,554)

Qualification Standards

Education Bachelor of Laws
Experience One (1) year of relevant experience
Training Four (4) hours of relevant training
Eligibility RA 1080

General Function of the Position

Hears applications for issuance/reissuance/amendment/revalidation of Certificates of Public Convenience (CPCs) / Provisional Authority (PA) / Special Permit (SP) & conducts hearings and drafts orders and/or decisions in relation to quasi-judicial cases files

Position Title SHIPPING OPERATIONS SPECIALIST II
Item Number MARINA-DOTrB-SHOS2-56-2017
No. of Positions 1
Office / Division MRO VI [ILOILO CITY]
Salary Grade 15 (P 29,010)

Qualification Standards

Education Bachelor's Degree relevant to the Job
Experience One (1) year of relevant experience
Training Four (4) hours of relevant training
Eligibility Career Service Professional / Second Level Eligibility

General Function of the Position

Conducts survey/inspection of all types of vessels

***** NOTHING FOLLOWS *****