



MARITIME INDUSTRY AUTHORITY

04 January 2019

NOTICE OF FILLING-UP OF VACANT POSITION

Please be informed that this Authority intends to fill-up Job Order positions as indicated in the attached list dated **04 January 2019**. The following documents are required for submission.

1. Letter of intent, specifying the position applied for;
2. Duly accomplished Personal Data Sheet (CSC Form 2017), Revised 2017, which may be downloaded from the CSC Website (www.csc.gov.ph);
3. Copy of Transcript of Records/Diploma;
4. Copy of Certificate of the appropriate/required eligibility/license (Civil Service Professional/Sub-Professional, Bar/Board Ratings, etc.), if any;
5. Latest NBI Clearance; and
6. Birth/Marriage Certificate (NSO Authenticated)

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: 18 January 2019


ROBERTO C. ARCEO, CESO V

Director II

Management, Financial and Administrative Service



CENTRAL OFFICE

Position Title **LEGAL OFFICER II**

No. of Positions 3

Office / Division Legal Service

Qualification Standards

Education	Bachelor of Laws
Experience	None required
Training	None required
Eligibility	RA 1080 [Bar Exam]

General Functions of the Position

Prepares/reviews legislative proposals/appropriate bills, executive orders and other issuances; reviews and prepares contracts; prepares legal opinions and observations; presides as Hearing Officer over administrative cases against seafarers and/or shipping companies; & conducts preliminary investigation and acts as Prosecutor

Position Title **HUMAN RESOURCE MANAGEMENT ASSISTANT**

No. of Positions 3

Office / Division Human Resource Management and Development Division, Management, Financial and Administrative Service

Qualification Standards

Education	Bachelor's Degree relevant to the Job
Experience	None required
Training	None required
Eligibility	Career Service Professional / RA 1080 [Registered Psychometrician]

General Functions of the Position

Assists in the preparation of actions on personnel functions, such as recruitment, selection and placement, training and development, performance evaluation, etc.

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