

16 May 2023

NOTICE OF HIRING OF PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel under Contract of Service at the MARINA Central Office.

For the interested parties, the following documents are required:

Documentary Requirements

- ❖ Letter of Intent;
- ❖ Duly Accomplished Personal Data Sheet with latest ID picture (CS Form No. 212, Revised 2017), indicating all the required data/information, which may be downloaded from the CSC Website (www.csc.gov.ph);
- ❖ Certified True Copy of Transcript of records/Diploma;
- ❖ Certified True Copy of Training Certificates;
- ❖ Certified True Copy of Certificate of Eligibility/Rating/License (if applicable);
- ❖ Certificate of Previous/Current Employment with detailed Job Description

Interested applicants may submit their applications through email at: hrmdd@marina.gov.ph (subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXIST)**) Hard copies of the documents may be sent thru postal delivery of any available courier addressed to:

Ms. KAROL C. PONCE
Officer-in-Charge
Human Resource Management and Development Division
10th floor, MARINA Building
20th St. corner Bonifacio Drive, Port Area (South), Manila

Applicants with **incomplete requirements will not be processed**. Only shortlisted applicants shall be notified for further assessment.

Deadline for Submission: 31 May 2023

Position Title	LEGAL RESEARCHER III
Mode of Contract	CONTRACT OF SERVICE
No. of Positions	2 (TWO)
Office/Division	Legal Service (LS)
Salary Grade	18 (P37,943.10)

Qualification Standards

- Education:** Bachelor of Laws
Bachelor's Degree in Political Science, Legal Management, Philosophy or equivalent
- Eligibility :** Career Service Professional / Second Level Eligibility or equivalent
- Training :** Eight (8) hours relevant training
- Experience:** One (1) year of relevant experience

General Functions

1. To assist in gathering data pertinent to drafting of position papers;
2. To provide relevant, factual and legal study on cases or subjects that the Director, Chief or lawyers of the respective Divisions may assign;
3. To digest cases files and perform legal administrative duties such as preparation of pro-forma orders, notices, clearances, endorsements and other recurring legal transactions of the Division;
4. To conduct continuing legal researches and studies which shall serve as bases for the formulation and development of plans, programs, policies and projects of the Authority;
5. To perform other function as may be assigned by the Legal Service Director.

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