

20 January 2023

NOTICE OF HIRING OF PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel under Contract of Service and Job Order status at the MARINA Central Office. For 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. JINKY M. MENDOZA J.D
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: 01 February 2023

Position Title	PROJECT DEVELOPMENT OFFICER IV – ENGINE DEPARTMENT
Mode of Contract	CONTRACT OF SERVICE
No. of Positions	2
Office/Division	Accreditation Division, Standards of Training Certification and Watch keeping Office (STCWO)
Salary Grade	22 (P60,180.30)

Qualification Standards

Education: Bachelor of Science in Maritime Engineering
 Eligibility : Professional – Management Level in Engine
 Training : IMO Model Course 6.09, 3.12 and 6.10
 Experience: With at least one (1) year sea-going experience (within the last 5 years) in any tanker vessel

General Functions

1. Reviews and evaluates application for approval of maritime training courses;
2. Conducts inspection of Maritime Training Institution as authorized under approved Special Order;
3. Performs such other functions and duties assigned by the administrator.

Position Title	PROJECT DEVELOPMENT OFFICER IV – DECK DEPARTMENT
Mode of Contract	CONTRACT OF SERVICE
No. of Positions	1
Office/Division	Accreditation Division, Standards of Training Certification and Watch keeping Office (STCWO)
Salary Grade	22 (P60,180.30)

Qualification Standards

Education: Bachelor of Science in Maritime Engineering
 Eligibility : Professional – Management Level in Engine
 Training : IMO Model Course 6.09, 3.12 and 6.10
 Experience: With at least one (1) year sea-going experience (within the last 5 years) in any tanker vessel

General Functions

1. Reviews and evaluates application for approval of maritime training courses;
2. Conducts inspection of Maritime Training Institution as authorized under approved Special Order;
3. Performs such other functions and duties assigned by the administrator.

Position Title	COMPUTER PROGRAMMER II
Mode of Contract	JOB ORDER
No. of Positions	1
Office/Division	Management Information Systems Service (MISS)
Salary Grade	15 (P32,052.90)

Qualification Standards

- Education: Bachelor of Science relevant to the job (Computer Science, Information Technology, Computer Engineering)
- Training : 4 hours relevant training
- Experience: One (1) year relevant experience

General Functions

Provides support in the design, creation of software programs, integrating systems and software, training end-users; analyzing algorithms, modifying source-code, writing systems instructions, debugging, and maintaining operating systems.

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