

NOTICE OF HIRING OF CONTRACT OF SERVICE AND JOB ORDER PERSONNEL

Please be informed that the maritime Industry Authority (MARINA) is in need of personnel to be assigned at the Maritime Training Institute, Bacolod City under Contract of Service and Job Order status. For interested parties, the following documents are required:

Documentary requirements

- ❖ Letter of intent specifying the position being applied for;
- ❖ Duly accomplished Personal Data Sheet with latest ID picture and Work Experience Sheet (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 Training Certificates;
- ❖ Certified True Copy of Transcripts of Records/Diploma;
- ❖ 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: rsphrmdd@gmail.com (subject of email should be: **Application for MARTI TRAINING INSTITUTE**).

Ms. KAROL C. PONCE

Officer-in-Charge

Human Resource Management and Development Division
Maritime Industry Authority

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

Deadline for Submission: FEB 23 2024


RALPH A. NARVAEZ

Officer-in-Charge

Management, Financial and Administrative Service

NOTICE OF HIRING OF CONTRACT OF SERVICE AND JOB ORDER PERSONNEL
dated FEB 12 2024

Position Title **Project Development Officer V (Training Director)**

No. of Position **1**

Status **Contract of Service**

Salary Grade **SG-24 : (P 86,742.00)**

Qualification Requirements:

Education: Bachelor's Degree Relevant to the Job
Masteral Degree

Experience: Four (4) years in position/s involving management and supervision, training designs, curriculum development, promotion and developmental works and/or strategic planning

Training: Twenty-four (24) hours of training in management and supervision

Eligibility: Career Service Eligibility (Professional/ RA1080)

Others:

- Proficient in designing and development of training courses, project management, coordination, facilitation, technical writing, editorial or copywriting;
- Advance skills in Microsoft Office or any similar software as well as video conferencing applications such as Google Meet, Zoom among others.

Duties and Responsibilities/ Terms of Engagements:

1. Designs training course, coordinate pilot testing, trainers training and roll out;
2. Management, coordination and facilitation of events and activities;
3. Development of Proposals on Training Course Packages;
4. Other assignments related to the MARTI activities that may be assigned by MARINA's top management; and
5. Work onsite at MARTI Bacolod City

FEB 12 2024

Position Title **Administrative Assistant III**

No. of Position **1**

Status **Job Order**

Salary Grade **SG-9 : (P 19,593.00)**

Qualification Requirements:

Education: Completion of two-year studies in college or High School Graduate

Experience: One (1) year relevant experience in administrative/clerical work

Training: Four (4) hours of relevant training (computer literate)

Eligibility: Preferably Sub-professional/First Level

Duties and Responsibilities/ Terms of Engagements:

1. Assists the Training Director in MARTI in administrative activities;
2. Receives and records incoming/outgoing documents;
3. Maintains calendar of scheduled trainings and meetings of the Training Director;
4. Assists in coordinating with other Service Directors and/or employees on the special instructions/assignment, as may be directed by the Training Director;
5. Writes and distributes email, correspondence, memoranda, letters and forms;
6. Develops and maintains a filing system; and
7. Performs such other functions as may be assigned by the Training Director.

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