


**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 MARINA Central Office under Job Order and Contract of Service 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);
- ❖ Training Certificates;
- ❖ Transcripts of Records/Diploma;
- ❖ 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 (Position Title under (DIVISION/OFFICE WHERE THE VACANCY EXIST).**


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: JAN 02 2025


CHERYL V. PASCUA
Officer-in-Charge
Management, Financial and Administrative Service

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL
dated DEC 17 2024

Position Title	Project Development Officer III (GAD Specialist)
No. of Position	One (1)
Office/Division	Planning Policy and Service (PPS)
Status	Contract of Service

Monthly Rate **P 43,681.00**

Qualification Requirements:

Education: Bachelor's Degree in any of the following areas:

- Gender/Women and Development
- Public Administration/Management
- Social Development
- Development Studies/Management
- Economics
- Social Sciences and other allied courses

Experience/Training: Two (2) years of relevant experience and eight (8) hours of relevant training in any of the following:

- Gender and Development;
- Gender Mainstreaming;
- GAD Planning and Budgeting
- Gender Analysis;
- Monitoring and evaluation;
- Policy Development and Advocacy;
- Research on development issues;
- Oral Presentation skills;
- Business correspondence & Technical Report Writing;
- Policy Review, Organizing; and
- Structural Development

Duties and Responsibilities/ Terms of Engagements:

1. Provides technical inputs in the review of the organization's GAD policy;
2. Provides guidance, inputs and support in the resetting of the agency's GAD lens and roadmap;
3. Liaises and participates in the building of the agency's GAD technical capacities;
4. Coordinates the organization of the GAD Focal Point System;
5. Coordinates and participates in the conduct of GAD capacity development programs, consultation meetings, partnership building, policy advocacy, and monitoring and evaluation activities;
6. Provides technical inputs in reviewing and endorsing GAD Plans and Budget;
7. Participates in the production of GAD related Information, Education and Communication (IEC) materials;
8. Provides technical inputs in planning, implementation, and assessment of the Offices' overall strategic and operational plans and activities;
9. Consolidation of inputs from GAD TWG and Preparation of GAD Annual Plans & Budget and other Reports;
10. Coordination with MARINA Offices/Members of the GAD FPS TWG and related government offices;
11. Documentation and preparation of Highlights of Meeting/Conferences; and
12. Performs other related tasks that may be assigned by the Division Chief/Director from time to time.

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Position Title	Project Development Officer III
No. of Position	1
Office/Division	Planning Policy and Service (PPS)
Status	Contract of Service
Salary Grade	P 43,681.00

Qualification Requirements:

- Education: Bachelor's Degree in Business Administration, Economics, Engineering, Development Studies, Social Sciences, Public Administration, and other related fields
- Experience: At least two (2) years of demonstrated experience in project development/ management/ evaluation and implementation
- Training: Eight (4) hours of relevant training on project development/ management, monitoring and evaluation and implementation

Duties and Responsibilities/ Terms of Engagements:

1. Prepares, and recommends project proposals necessary to implement the MIDP 2028 for adoption, implementation and/or endorsement as foreign technical assistance/cooperation and/or submission to NEDA Three-Year Infrastructure Rolling Program (TRIP) and/Use of Income (Tonnage Fee) or Tier 2 Budget Proposals
2. Evaluates, reviews, monitors and endorses project proposal/s submitted by relevant Service Units/Offices for funding consideration by the Management or through donor funding; and/or submission to NEDA Three-Year Infrastructure Rolling Program (TRIP) and/Use of Income (Tonnage Fee) or Tier 2 Budget Proposals
3. Prepares communications and responses/replies to inquiries relating to the Authority's ongoing projects
4. Reviews and evaluates submitted reports relating to the attendance/participation of MARINA officials/staff in international conferences/meetings/negotiations and recommends appropriate project or management action thereon
5. Performs other related functions as maybe assigned by supervisor/higher authorities.

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL
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Position Title	Project Development Officer III
No. of Position	1
Office/Division	Public Affairs and Digital Media Office
Status	Contract of Service
Salary Grade	P 43,681.00

Qualification Requirements:

- Education: Bachelor's Degree in Multimedia Arts, Advertising, Journalism, Communications, or a related field
- Experience: At least one (1) year experience as a content writer or in a similar role, preferably with a focus on content creation
- Training: Four (4) hours of relevant training
- Others: With proficiency in video editing applications (e.g. adobe premiere, canva, and etc.)

Duties and Responsibilities/ Terms of Engagements:

1. Research and develop content on a variety of maritime industry and about the agency, ensuring accuracy and relevance;
2. Write clear, compelling, and original content for the website and social media platforms: Facebook, X, YouTube and Instagram;
3. Edit and proofread content to maintain high-quality standards and consistency;
4. Collaborate with service units and PADMO personnel to develop and implement cohesive content strategies that effectively promote the agency's mission and initiatives;
5. Develop and execute content strategies that support MARINA's goals and enhance public understanding of maritime issues; and
6. Create contents and collaterals for MARINA DigiTV and AVP materials needed by the agency.