

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel to be assigned at MARINA Central Office under 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: _____

FEB 11 2025



Atty. MARIVIC S. RAMOS

Director II

Management, Financial and Administrative Service

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL
dated JAN 28 2025

Position Title **Attorney III**

No. of Position **One (1)**

Office/Division **Legal Service**

Status **Contract of Service**

Monthly Rate **SG-21 (P 70,013.00)**

Qualification Requirements:

Education: Bachelor of Laws, Bachelor's Degree in Political Science, Legal Management, Philosophy or equivalent

Experience: One (1) year relevant experience

Training: Eight (8) hours of relevant training

Eligibility: RA 1080

Duties and Responsibilities/ Terms of Engagements:

The role will primarily focus on the following legislative duties and legal functions:

- Attending congressional hearings;
- Assisting with legislative liaison duties;
- Managing other tasks during congressional recesses or in the absence of pending position papers; and
- Performs other task as directed by the Director, Legal Service and Division Chief, MLSD/PD, Legal Service

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|-----------------|----------------------------|
| Position Title | Attorney III |
| No. of Position | One (1) |
| Office/Division | MARINA-NCR |
| Status | Contract of Service |
| Monthly Rate | SG-21 (P 70,013.00) |

Qualification Requirements:

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|--------------|--|
| Education: | Bachelor of Laws, Bachelor's Degree in Political Science, Legal Management, Philosophy or equivalent |
| Experience: | One (1) year relevant experience |
| Training: | Eight (8) hours of relevant training |
| Eligibility: | RA 1080 |

Duties and Responsibilities/ Terms of Engagements:

The role will primarily focus on the following legislative duties and legal functions:

- Presides hearings and prepares the Minutes of Hearing for the applications/petitions;
- Renders legal opinions/resolves legal issues on the aforementioned applications/petitions, motions for temporary authority to operate (Special Permit/Provisional Authority), and such other matters with legal import, as may be assigned;
- Handles and prosecutes all complaints against domestic ship owners/operators, shipyards, ship management companies, classification societies and recognized organizations, manning companies, seafarers, and other maritime enterprises/entities within the MARINA-NCR's jurisdiction, and accordingly prepares all the necessary pleadings in the prosecution of the same;
- Prepares/submits position/discussion papers on matters/issues affecting the provision/operation of public water transportation services in the domestic trade;
- Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the quasi-judicial,

administrative, supervisory and regulatory functions over water transport services;

- Prepares communications and responses/replies to inquiries to the quasi-judicial, administrative, supervisory and regulatory functions over water transport services; and
- Performs other task as directed by the Regional Director, MARINA-NCR

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|-----------------|-----------------------------|
| Position Title | Legal Researcher III |
| No. of Position | One (1) |
| Office/Division | Legal Service |
| Status | Contract of Service |
| Monthly Rate | SG-18 (P 51,304.00) |

Qualification Requirements:

- Education: Bachelor's Degree relevant to the job or background in Law, Legal Management, or Legal Research
- Experience: Two (2) years relevant experience
- Training: Eight (8) hours of relevant training
- Eligibility: Career Service Eligibility (preferably but not required)

Duties and Responsibilities/ Terms of Engagements:

1. Prepares draft decisions/resolutions;
2. Provides assistance in the review of legal documents;
3. Prepares Communication, Memorandum, SCO and other legal documents;
4. Prepares legal opinion and comment; and conduct legal research whenever necessary;
5. Provide assistance and legal advice;
6. Conduct and/or assist in hearings before the Legal Service; and
7. Performs other task as directed by the Director, Legal Service and Division Chief, MLSD/PD, Legal Service

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL
dated JAN 28 2025

Position Title **Communication Development Officer II (Researcher)**

No. of Position **2**

Office/Division **Public Affairs and Digital Media Office**

Status **Contract of Service**

Monthly Rate **SG-15 (P 40,208.00)**

Qualification Requirements:

Education: Bachelor's Degree relative to the job, preferably in Communication, Journalism, Public Relations, Research, or a related field

Experience and Competencies:

- At least one (1) year of relevant experience in research, data gathering, or report writing.
- Proficiency in research tools and methods.
- Proficiency in media monitoring, and transcribing of reports.
- Strong analytical skills and attention to detail.

Training: Four (4) hours of training in research methodology, data analysis, or similar topics

Duties and Responsibilities/ Terms of Engagements:

1. Conduct research to support MARINA's communication initiatives;
2. Analyze data and trends to develop compelling content for various platforms;
3. Ensure accuracy and reliability of information used in communication materials;
4. Produce news articles/press releases for information dissemination; and
5. Prepares briefing materials for events/activities/meetings.

Position Title Communication Development Officer II (Reporter/Writer)

No. of Position 2

Office/Division Public Affairs and Digital Media Office

Status Contract of Service

Monthly Rate SG-15 (P 40,208.00)

Qualification Requirements:

Education: Bachelor's Degree relative to the job, preferably in Communication, Journalism, Public Relations, or a related field

Experience and Competencies:

- At least one (1) year of relevant experience in journalism, content writing, or public relations.
- Excellent verbal and written communication skills in English and Filipino.
- Strong storytelling and editing abilities.
- Proficiency in multimedia tools and platforms is an advantage
- Knowledge of maritime industry trends is an advantage

Training: Four (4) hours of training in writing, content creation, or media production

Duties and Responsibilities/ Terms of Engagements:

1. Develop, write, and edit content for MARINA DigiTV and other communication platforms;
2. Conduct interview and gather firsthand information to produce high-quality stories;
3. Collaborate with the team to produce engaging and informative content aligned with the agency's goals;
4. Produce news articles/ press releases for information dissemination; and
5. Prepare briefing materials for events/activities/meetings