

**NOTICE OF HIRING OF JOB ORDER AND CONTRACT OF SERVICE
PERSONNEL**

Please be informed that the Maritime Industry Authority (MARINA) needs personnel to be assigned at the MARINA Central Office under 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);
- ❖ 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. MILABEL J. ADIL
Chief Administrative Officer
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: 07 JUN 2026


Atty. MARIVIC S. RAMOS
Director, II
Management, Financial and Administrative Service

Position Title	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
No. of Position	One (1)
Office/Division	Smart-C GHG
Status	Contract of Service
Monthly Rate	SG-18 (P 51,304.00)

Qualification Requirements:

- Education:
 - Bachelor's Degree in Maritime Transportation, Environmental Science, Data Science, or Engineering relevant to the job.
 - With background, specialization, or familiarity in maritime studies, ship and/or maritime industry management and fuel emission data systems is an advantage.

- Experience:
 - At least three (3) years of relevant work experience in maritime, environmental management, data analysis, research, or related fields
 - Experience in data collection, data management, or technical documentation is an advantage

- Training:
 - Eight (8) hours of relevant training

- Eligibility
 - Career Service Eligibility (preferably but not required)

- Competence
 - Proficient in English skills both oral and written
 - Strong research and analytical skills
 - Basic to intermediate understanding of maritime operations and fuel emission data or related environmental systems
 - Basic knowledge of software applications, and digital platforms relevant to data collection, monitoring and reporting
 - Ability to collect, organize, and analyze data accurately including proficiency in spreadsheets and data management tools
 - Good project coordination and time management skills, with the ability to meet documentation and reporting deadlines
 - Strong organization, planning, and coordination abilities
 - Good interpersonal skills

Duties and Responsibilities:

- a. Gather, organize, evaluate, and analyze relevant data and information, including surveys, research and study reports, numerical data, plans, and programs, and applicable international and national regulations, in support of project activities and outputs, under the supervision of the SMART-C GHG National Focal Point/Alternate Focal Point.
- b. Assist in the conduct of needs assessments related to greenhouse gas (GHG) emission data collection and monitoring from the maritime sector, including domestic shipping and ports'
- c. Support the development, implementation and operationalization of the national GHG emission data collection and monitoring system.
- d. Assist in the establishment, maintenance, and documentation of the national CGC data collection framework, including relevant procedures, methodologies, and reporting mechanisms.
- e. Prepare technical reports, summaries, presentations, meeting materials, and other project-related documentation as required.
- f. Provide administrative and technical support in the conduct of meetings, workshops, consultations, training sessions, and other capacity-building activities under the project.
- g. Coordinate with concerned MARINA offices, government agencies, industry stakeholders, and partner organizations for data gathering, information exchange, and project implementation activities.
- h. Maintain, update and manage project records, databases, monitoring tools, and files to ensure proper documentation, tracking, and accessibility of project outputs, and deliverables.
- i. Assist in monitoring project progress, timelines and implementation activities, including the timely submission of reports and deliverables.
- j. Perform other project-related technical, administrative, and coordination tasks as may be assigned by the SMART-C CHG National Focal Point/Alternate Focal Point.

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:

- a. Prepares draft decisions/resolutions;
- b. Provides assistance in the review of legal documents;
- c. Prepares Communication, Memorandum, SCO and other legal documents;
- d. Prepares legal opinion and comment; and conduct legal research whenever necessary;
- e. Provide assistance and legal advice;
- f. Conduct and/or assist in hearings before the Legal Service; and
- g. Performs other task as directed by the Director, Legal Service and Division Chief, MLSD/PD, Legal Service

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