

Position Title : One (1) Lawyer
Place of Assignment : International Commitments Negotiation Division (ICND)
PRC - PICC Office
Delegation Bldg., Philippine International Convention
Center (PICC), Vicente Sotto St., Pasay, Metro Manila

Qualifications

Education : Bachelor of Law
Experience : None required
Training : None required
Eligibility : RA 1080

Job Description

1. Assist in the conduct of research on regulations/policies affecting services and the practice of professions, and the analysis/ interpretation/ review of legislations;
2. Prepare/draft legal advice / opinions, research and position papers, and other correspondence requiring the application of legal knowledge on ongoing international negotiations for the ICND, Commission, and/or the different Professional Regulatory Boards;
3. Prepare/draft letters and communications with other governmental entities or private individuals/organizations;
4. Prepare/draft contracts and agreements, counter offers (e.g., Memorandum of Understanding) in preparation for negotiations with international counterparts;
5. Perform other duties assigned from time to time.

Salary

Equivalent to Salary Grade 18 with 20% premium or Php 2,673.54/day

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded [at www.csc.gov.ph](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **10 November 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com