

ANTI-RED TAPE AUTHORITY
Publication of Contract of Service Positions

No.	Position Title / Vacancy	Salary Grade	Monthly Salary	Terms of Reference		Place of Assignment
				Qualification Standards	Duties and Responsibilities	
1.	Project Development Officer II	SG15	Php36,637.00	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job, with preference to Social Sciences, Public Administration, or other relevant fields; • At least 1 year of relevant experience • At least 4 hours of relevant training • With good analytical, oral, and written communication skills; • Must be computer literate • Can handle pressure and deliver within given timelines; and • With strong initiative and can work with minimum supervision. 	<ol style="list-style-type: none"> 1. Assist in the conduct of inter-agency coordination meetings; 2. Provide administrative and logistical support as needed; and 3. Perform other related tasks deemed necessary by the supervisors and/or management. 	Food and Pharmaceuticals Sector

Kung ikaw ay kwalipikado at interesado, gawin ang mga sumusunod:

- 1) Sagutan ang [Online Recruitment Form](#).
- 2) Mag-upload ng mga sumusunod na dokumento sa parehong link:
 - a) Application letter
 - b) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c) Copy of training certificates and
 - d) Copy of Transcript of Records.