

**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 Officer (3 Months Contract: Apr-Jun 2022)	SG15	Php36,637.00	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Communication, Multi-Media Arts, Public Administration, or other relevant fields;</li> <li>• One (1) year work experience relating to training, program/project implementation, graphic design and/or video editing;</li> <li>• With strong analytical, oral, and written communication skills;</li> <li>• Can handle pressure and can deliver within given timelines; and</li> <li>• Has strong initiative and can work with minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide research and technical assistance on regulatory management systems, good regulatory practice and regulatory tools;</li> <li>• Coordinate with different government agencies, legislature, industry, academe and other sectors for the conduct of regulatory and training programs;</li> <li>• Prepare briefers, project paper, scripts, talking points, speeches and other technical reports or documents as may be required;</li> <li>• Perform tasks related to the creative side of training such as preparations of video materials, interactive presentations among others;</li> <li>• Provide technical assistance on special projects, as may be deemed necessary;</li> <li>• Provide administrative and logistical support, as needed;</li> <li>• Secure and observe confidentiality on sensitive issues, information, documents, and materials relative to the programs and projects of ARTA until clearance is given for its public use; and</li> <li>• Perform other work as may be assigned.</li> </ul>	Regulatory Management and Training Division

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](http://www.csc.gov.ph);
  - c) Copy of training certificates and
  - d) Copy of Transcript of Records.