



WE ARE HIRING!

Two (2) Writers

Board Secretary and Technical Writer

Send your applications at ifcu@bfar.da.gov.ph

Deadline of Application is on June 13, 2022.

[URGENT HIRING]

The Bureau of Fisheries and Aquatic Resources (BFAR) is looking for **two writers**. The successful applicant will be based in the BFAR Central Office at Visayas Avenue, Quezon City.

1. Board Secretary

Status: Contract of Service

Qualifications:

- Graduate of any communications-related degree
- Has at least two years' experience working in government or in the development sector
- Has impeccable writing skills both in English and Filipino, and requires minimal inputs and edits from the Supervisor; able to draft comprehensive minutes of meetings, resolutions of the meeting, as well as other types of communication
- Has civil service eligibility (Professional or equivalent)
- Willing to travel and work closely with Immediate Supervisor
- Proficiency in MS Excel is a plus
- Knowledge of fisheries and marine environment concepts is a plus

2. Technical Writer (Information Officer II)

Status: Contract of Service

Qualifications:

- Graduate of Development Communication, Journalism, or other communications-related degree
- Has at least two years of experience working in government or in the development sector
- Has impeccable writing skills both in English and Filipino; can draft press releases, speeches, feature articles, social media posts, and other types of communication
- Has experience in organizing and managing events
- Has experience with media coordination and management
- Has civil service eligibility (professional or equivalent)
- Willing to travel and work closely with the Immediate Supervisor or in some cases, the Head of the Agency
- Knowledge of fisheries and marine environment concepts is a plus

Interested applicants may send their resumes, scanned copy of certificate of eligibility, and cover letter to **ifcu@da.gov.ph**. Please write "**Application for (Position Applied for)**" on the subject line and address the cover letter to Commodore Eduardo B. Gongona, BFAR National Director.

Shortlisted applicants will be requested to go to the BFAR Central Office for a writing exam. DEADLINE of application is on **June 13, 2022**. Submissions beyond this date will not be considered.

Kindly refrain from sending personal messages on Facebook. Only inquiries through email and on this thread will be entertained.