



**MWSS REGULATORY OFFICE  
IS HIRING!**

## **OPEN POSITION**

### **COMMUNICATION DEVELOPMENT OFFICER**

(Contract of Service: 36,619.00/month )

**DEADLINE OF APPLICATION: 20 MARCH 2024**

For all vacant positions which are open for application, please visit  
**<https://ro.mwss.gov.ph/careers/>**



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METROPOLITAN WATERWORKS & SEWERAGE SYSTEM  
**REGULATORY OFFICE**





# COMMUNICATION DEVELOPMENT OFFICER

**CONTRACT OF SERVICE:  
PHP 36,619.00/MONTH**

## QUALIFICATIONS

- Bachelor's degree
- 2 years of relevant experience
- 8 hours of relevant training

## JOB DESCRIPTION

- Plans and organizes events for the Public Information Department
- Performs technical writing tasks such as drafting reports, press releases, articles, and content for Information, Education, and Communication (IEC) campaign materials
- Performs creative writing tasks such as drafting scripts, speeches, creative articles, and other similar content
- Drafts content for formal correspondence
- Coordinates and liaises with suppliers or service providers and assists in the procurement of products or services
- Monitors news and current events related to water, sewerage, and sanitation within the Concession Areas
- Conducts research and coordination work for stakeholder engagements
- Performs such other general service functions as may be required



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All interested and qualified individuals regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

## REQUIREMENTS

Qualified applicants should signify their interest in writing. They should attach the following documents to the application letter and send these not later than **20 March 2024**:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212) and Work Experience Sheet (WES), which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- Performance rating in the last rating period (if applicable)
- Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
- Learning and Development certificates

Applicants are advised to hand in or send through courier/email their application to:

**RAMON A. JAVIER**

Department Manager for Administration

Metropolitan Waterworks and Sewerage System Regulatory Office  
Katipunan Avenue, corner H. Ventura Street, Brgy. Pansol, Quezon City  
[personnel@ro.mwss.gov.ph](mailto:personnel@ro.mwss.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS  
WILL NOT BE ENTERTAINED.**



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