



**MWSS REGULATORY OFFICE
IS HIRING!**

OPEN POSITION

SENIOR CORPORATE ATTORNEY

(Plantilla Position: 74,688.00/month)

DEADLINE OF APPLICATION: 26 MAY 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



SENIOR CORPORATE ATTORNEY

**PLANTILLA POSITION:
PHP 74,688.00/MONTH**

QUALIFICATIONS

- Bachelor of Laws
- 1 year of relevant experience
- 4 hours of relevant training
- RA 1080 (BAR)

JOB DESCRIPTION

- Responds to complaints or representations received from customers and other groups
- Assists the Department Manager for Legal Affairs in monitoring and reviewing contracts between the Concessionaires and the customers, and any other legal documents required concerning the MWSS RO in the conduct of its business, as well as compliance with the provisions therein
- Assists in monitoring the legal compliance of the Concessionaires with the Concession Agreements
- Assists in reviewing and evaluating the legal implications of government laws, regulations, and policies promulgated or approved
- Evaluates supporting documents in Extraordinary Price Adjustment hearings
- Conducts researches, prepares pleadings, and makes legal opinions
- Conducts hearings and renders recommendations regarding Administrative cases
- Takes minutes during meetings
- Performs other related duties and responsibilities as may be assigned from time to time



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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 **26 May 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
- 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

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



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