JOB OPPORTUNITIES

The Office of the Commission Secretary of the Securities and Exchange Commission (SEC) is looking for applicants for the following position:

SECURITIES COUNSEL II: EDUCATION - Bachelor of Laws, preferably with background in Journalism, Economics, or any Social Science course; ELIGIBILITY - RA 1080 (Bar); TRAINING - 16 hours relevant training; EXPERIENCE (as Lawyer): None Required;

OTHER DESIRED SKILLS AND REQUIREMENTS - With experience or interest in legal research, interpretation of law, investigation, drafting of legal opinions, rules, decisions, pleadings, contracts, corporate documents, writing technical reports, position papers and information materials; With interest in the capital markets; With good analytical and research skills, excellent verbal and written communication skills, ability to focus on details and to work with moderate to limited supervision.

WHAT DOES OCS DO? The Office of the Commission Secretary prepares minutes and maintains official records of Commission meetings and Executive Sessions, decisions and resolutions of the Commission. It also develops the rules of practice that guide the Commission, Departments, Offices, staff and the public in the Commission’s processes and procedures.

HOW TO APPLY: Interested parties should address their application letters with resume’ to Director Gerardo F. Del Rosario, Human Resource and Administrative Department, Securities and Exchange Commission, 3/F PICC Secretariat Building, Philippine International Convention Center Complex, Pasay City. They can submit their application letters via e-mail addresses: recruitment@sec.gov.ph and ocs@sec.gov.ph

The OCS work station is at the PICC Secretariat Building, Philippine International Convention Center Complex, Pasay City. [posted September 21, 2016]