



## Attorney III

Salary Grade: 21

Item Number: PHILSAB-ATY3-4-2020

Division: Space Policy and Legal Affairs Division

### Minimum Qualification Standards:

Education: Bachelor of Laws

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: RA 1080 (Bar)

### Duties and Responsibilities:

- 1) Assist in the provision of administrative legal service to the Agency;
- 2) Assist in the review and drafting of contracts, legal forms, legal correspondences, internal administrative documents and other related documents;
- 3) Assist in the creation, development, and implementation of national and international space policies, and in the implementation of the Philippine Space Policy;
- 4) Conduct policy research, analysis, and drafting of space policies;
- 5) Conduct legal research in all related fields of interest of the agency;
- 6) Assist in vetting policies and liaise legislative activities in line with advocating and implementing policies that support the growth of the research & development and capacity-building in Space Science and Technology Applications (SSTA), and the programs of the Agency;
- 7) Assist in providing legal opinion, interpretation, and/or advice on laws, rules, and regulations, and policies concerning the Agency;
- 8) Represent the agency in various fora; and
- 9) Perform other duties of a regular or special nature as may be assigned from time to time.

**Applicants who have all or any of the following background are encouraged to apply:**

### Competencies:

- Knowledge in administrative laws, civil service laws, civil code, corporation code, intellectual property, insurance and other related laws;
- Ability to identify legal issues from facts, draw conclusions, and/or arrive at solutions;
- High level of legal drafting skills, analytical and problem-solving skills, and presentation skills; and
- Must have excellent communication skills, good decision-making ability and can work with diverse teams



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