



Attorney III

Salary Grade: 21

Item Number: PHILSAB-ATY3-3-2020

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: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Assist in the provision administrative legal service to the Agency;
- 2) Assist in the review and draft 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) 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:

Educational Background:

- Bachelor of Laws or equivalent.

Competencies:

- Knowledge in administrative laws, civil service laws, civil code, corporation code, intellectual property 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.
- Must have excellent communication skills, good decision-making ability and can work with diverse teams.



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