



DEPARTMENT OF FOREIGN AFFAIRS

Attorney IV (Contract of Service)

Salary Grade: 23 (Php 87, 315.00) + 20% Premium Pay (Php 17, 463.00)

Number of Vacant Position/s: One (1)

Office Location: Office of the United Nations and International Organizations (UNIO), DFA Temporary Headquarters - Double Dragon Tower, EDSA Ext., Pasay City

Minimum Qualifications:

- Graduate of a Bachelor's degree preferably in Law, Political Science, Legal Management, Foreign Service, Social Sciences, Public Policy, Economics, or any related field;
- Two (2) years of relevant experience;
- Capable in legal research and analysis, technical writing, analytical thinking, adaptability, interpersonal communication, and stakeholder management;
- Knowledgeable in climate change law and policies;
- Knowledgeable in multilateral negotiation and treaty interpretation;
- Able to draft and review contracts.

General Functions of the Position:

- ❖ Provide legal advice and legal briefs on issues climate change, multilateral environmental agreements, energy security, peaceful uses of outer space, and disaster risk reduction and resilience, as well as on general international law in the UNGA Sixth (Legal) Committee;
- ❖ Draft legal documents such as legislation, regulations, contracts, and agreements;
- ❖ Provide advice to Philippine delegations on issues in multilateral negotiations involving subjects within the scope of the division's work;

JOB VACANCY

Interested applicants are requested to submit in PDF format the following documentary requirements through the [Application Portal](#):

- Duly accomplished [DFA Application Form](#) with colored photo
- Duly accomplished [Work Experience Sheet](#)
- Copy of certificate of rating or license
- Updated resumé
- Copy of transcript of records AND diploma
- Valid NBI clearance (or proof of renewal or new application)

Incomplete submission will not be accepted.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Most qualified applicants will be invited for examination and interview through the email address indicated in their application form.

Note: Applications will be accepted until the position is filled.



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General Functions of the Position:

- ❖ Review, monitor, analyze, and provide policy briefs and recommendations on relevant legislations and policies;
- ❖ Assist in training and capacity building to staff on law and policy involving subjects within the scope of the Division's work;
- ❖ Provide support in building relationships with key stakeholders, such as government officials, civil society organizations, and the private sector;
- ❖ Assist in the preparation of technical reports and presentations on subjects within the scope of the Division's work;
- ❖ Draft other documents relevant to the work of UNIO, missions, and other FSPs;
- ❖ Attend and participate in inter-office and inter-agency meetings;
- ❖ Assist in organizing Department or office events, as may be required; and
- ❖ Perform other functions as may be assigned.