



NOTICE OF VACANT POSITION

Date of Publication: 30 May 2023

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) is in need of personnel to occupy the following vacant positions:

Position : **Science Research Specialist I**
(Production and Marketing Associate)

Status of Engagement : Contract of Service

Salary : P 33, 931.20
Salary Grade 13

Item No. : 2023-STII-GAA-SRSI-005

Assignment : Communication Resources and Production Division
– DOSTv

No. of Vacancy : 1

Requirements:	
Education	Bachelor's Degree preferably in the field of Mass Communication, Broadcast Communication, Development Communication, Journalism, Film, Marketing, Business Administration
Experience	At least 6 months in the broadcast company or marketing firm or any related companies
Training	None required
Eligibility	None required

Position/Job Description

- Create and implement marketing / promotional materials / campaigns for DOSTv.
- Seek possible partners / sponsors and handle existing partner / sponsors and handle existing partners / sponsors;
- Assist in the coordination of media engagements and planning and execution of DOSTv events;
- Assist in administrative and coordination work for DOSTv;
- Assist in creating content for social media platform of DOSTv;
- Conduct fieldwork within the Philippines, whenever necessary;

- Perform other tasks that may be assigned from time to time.

DOST-STII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those of any sexual orientation and gender identity expressions (SOGIE) to submit the following documents **IN ORDER** to hr@stii.dost.gov.ph

1. Letter of Application with position code addressed to Director Richard P. Burgos
2. Updated Personal Data Sheet (PDS) with recent picture (CS Form 212 revised 2017; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
3. Updated Resume
4. Updated Work Experience Sheet (CS Form 212 attachment; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
5. Diploma and Official Transcript of Record
6. Certificates of Training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR or Individual Performance Evaluation
9. Certificates of Award

**The deadline for the submission of applications is on June 9, 2023.
Only shortlisted applicants with complete documents will be notified.**