



NOTICE OF VACANT POSITION

Date of Publication: 15 June 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 : **Information Officer II**
Status of Engagement : Project-based
Position Code : 2022-STII-CICA-SRS1-00017
Salary : P 40,290.00
Salary Grade 15
Assignment : Communication Resources and Production Division
Content Development and Editorial Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree in Statistics/Communication Research/MassCom/DevCom
Experience	Six (6) months experience either in research, survey, data collection/analysis
Training	8 hours training in data gathering and analysis, conducting surveys.
Eligibility	None required

Position/Job Description

- He/She will be tasked to conduct/manage surveys, formulate questionnaires, gather data, process and analyzes data, propose recommendations based on data.
- He/She will also be tasked to do report writing, monitoring & evaluation report as needed and assist in some administrative functions, as needed.

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

**The deadline for the submission of applications is on June 21, 2023.
Only shortlisted applicants with complete documents will be notified.**