



### **NOTICE OF VACANT POSITION**

Date of Publication: 26 March 2024

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**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-SRAS1-1-2024  
**Salary** : P 31,320.00  
Salary Grade 13  
**Assignment** : Communication Resources and Production Division -  
Content Development Editorial Section  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	CSC Second Level Eligibility, PD 907 RA 1080
<b>Additional Qualification/s:</b>	Proven track record in the following fields:  1. Account Management 2. Audio-Visual Services and Support 3. Events Management 4. Content Development 5. Photography 6. Public Information Management 7. Publication Management 8. Attention to detail. 9. Time Management 10. Mathematical Proficiency 11. Computer Literacy 12. Project Management

## **Position/Job Description**

- Coordinates with different stakeholders, such as media partners and clients, by attending meetings for the conceptualization and planning of communication campaigns and various DOST STII events, summarizing discussions and agreements met, and providing administrative support.
- Conceptualizes, plans, and develops audio-visual materials by checking and communicating plans, gathering information materials for the development of production scripts, and coordinating with all stakeholders concerned.
- Ensures the efficient and prompt delivery of quality audio-visual materials to clients by checking and monitoring activities for the production and post-production of photo and video materials and in-house AVPs.
- Oversees the sharing of edited versions to other video companies / outfits funded by STII / DOST agencies making sure proper procedures and policies are complied with.
- Designs and implements a system for storing and maintaining all produced and documented A/V files using best practices and taking into consideration DOST-STII policies on records retention.
- Assumes various support roles during events (from ingress to egress, assisting in pre-production / production / post-production, or assisting in talents etc.) based on the instructions from superiors.
- Collaborates and works with concerned units and/or prepares the required documents / materials for the photo and video coverage and documentation of DOST events.
- Takes photos and videos of S&T events making sure that all assigned tasks / duties for the event are done efficiently.
- Writes / proofreads / edits IEC materials e.g., news articles, press releases, feature stories, keynote messages, social media posts and other written information materials for various platforms, such as, but not limited to, publications and social media pages, by considering the key characteristics of the target audience to determine appropriate language, messaging, media platform, layout, and texts etc.; reviewing texts and copies, checking for correct grammar, spelling, typographical errors etc. of own work and the work of others; and ensuring adherence to DOST-STII style guide and Corporate Identity Manual.
- Coordinates with staff, writers, contributors, etc., on the preparation of needed materials and content for IEC materials demonstrating effective communication and people skills to get materials as scheduled.
- Delivers efficient photography services to stakeholders by applying the best practices for capturing images; selecting and assembling equipment and required background properties, according to subject, materials, and conditions; and ensuring that the messages communicated by the photos are clear, they capture

the essence of the situation; and they cover most of the required information and facts.

- Gathers and selects photos for publication and promotional materials based on the requirements of the client, the message to be communicated, and the target audience.
- Shares posts on DOST social media account by adapting post to the social media platform and audience and using relevant visuals, hashtags, and emojis to capture the interest of the readers.
- Edits, reproduces, and shares photos and videos by recognizing the key stakeholders and audience groups of DOST-STII (i.e., social media outfits, DOST, DOST clients, etc.) and the objectives / strategies applicable to them; complying with established standards, escalation protocols, authorizations, and regulations; and identifying confidential information that should not be shared in public.
- Obtains, collates, and reviews materials for publication and oversees, checks, and tracks progress of the printing and production of publication and promotional materials by coordinating with appropriate parties; obtaining the proper authorization for all publishing information and images; and ensuring compliance with the appropriate editorial policies, standards, procedures, timelines, rules, and regulations.

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](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: [https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform)

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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR
9. Certificate of Awards (if applicable)
10. Certificate of eligibility

**The deadline for the submission of applications is on April 9, 2024.  
Only shortlisted applicants with complete documents will be notified.**