



### **NOTICE OF VACANT POSITION**

Date of Publication: 24 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 Analyst**  
**Status of Engagement** : Contract of Service  
**Position Code** : 2023-STII-GAA-SRA-001  
**Salary** : P 28, 654.40  
Salary Grade 11  
**Assignment** : Communication Resources and Production Division  
Office of the Chief  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's degree preferably Mass Communication / Marketing / Management
Experience	None required
Training	None required
Eligibility	N/A

### **Position/Job Description**

- The Science Research Analyst is tasked to write news and feature articles
- Cover DOSTv events
- Assist in researching and producing social media content and in documenting meetings
- Drafting correspondences
- Shall assist in daily office management and monitoring Division targets and accomplishments with the Division Action Officer, as needed.

**Additional Qualification/s:**

- Average written and oral communication skills, administrative and time management skills.
- Knowledge on news and feature writing.
- Above average people skills
- With initiative and resourceful
- Proficient in using Microsoft Office software.

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)

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 2, 2023.  
Only shortlisted applicants with complete documents will be notified.**