NOTICE OF VACANT POSITION
Date of Publication: 07 December 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	:	**Supervising Science Research Specialist**
Status of Engagement	:	Permanent
Position Code	:	STIIB-SVSRS-1-1998
Salary	:	P 71,511.00 plus Magna Carta Benefits
		Salary Grade 22
Assignment	:	Information Resources and Analysis Division
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's Degree relevant to the job
Experience	Three (3) years of relevant experience
Training	Sixteen (16) hours of relevant training
Eligibility	Career Service (Professional)/ Second Level Eligibility RA 1080
Additional Qualification/s:	Proven track record in the following fields: 1. Collection Access and Control 2. Acquisition and Collection Management 3. Information Architecture 4. References and User's Services 5. Public Information Management 6. Content Development 7. Attention to Detail 8. Time Management 9. Computer Literacy 10. Project Management

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ISO 9001:2015
Certificate No. 50500772 QM15

Position/Job Description

- Develops, formulates, and implements policies, rules and regulations governing technical tasks relating to the overall functions and activities of the section.
- Expands and enhances cooperation in international exchange of scientific information with foreign documentation centers, scientific institutions and societies and other pertinent entities.
- Gathers information through sustained contact, reading and observations on the trend of local economic development and scientific and technical reference literature for local use; and
- Evaluates and prioritizes customer needs in content organization.
- Formulates and evaluates organization goals for delivering information to customers and stakeholders.
- Customizes the organization and delivery of information according to the need of user/client.
- Reviews and recommends manuscript/write up of Filipiniana materials for publication through PSTA.
- Evaluates effectiveness of existing information sharing practices and modifies and/or improves as needed.
- Establishes a system to ensure that all areas are covered; Takes necessary actions to produce work that requires little or no checking.
- Assist the DC in planning and supervising the production of outputs within deadlines and managing staff in their daily activities.
- Effectively balances his or her focus on both strategy and operations to achieve optimal results.
- Uses available resources (individuals, processes, departments, and tools) to complete work within the prescribed schedule.
- Initiates personal accountability to further enhance knowledge on computer applications.
- Recommends appropriate and updated technology to enhance productivity and professional practice.
- Establishes policies and procedures for monitoring and assessing project results against appropriate metrics.

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 to **hr@stii.dost.gov.ph** **IN THE FOLLOWING ORDER:**

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. Certificate of Eligibility
9. IPCR

The deadline for the submission of applications is on December 31, 2023. Only shortlisted applicants with complete documents will be notified.