



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 : 2023-CICA-Comp1-CDES-00002
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 Mass Communication / Journalism / Devcom /Multimedia Arts
Experience	One (1) year experience in creating social media content
Training	4 hours training in socmed content creation, infographics or video editing
Eligibility	None required

Position/Job Description

- Responsible in creating of social media contents for different platforms
- With average proficiency in digital content storytelling and video editing
- Responsible in monitoring & evaluation of social media contents and reports.
- Perform others tasks that may be assigned from time to time.

Additional Qualification/s:

- Average written and oral communication skills

- Can do basic animation and video editing
- Proficient in using Adobe Premiere and/or related softwares

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 21, 2023.
Only shortlisted applicants with complete documents will be notified.**