



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 : **Science Research Specialist I**
Status of Engagement : Project-based
Position Code : 2023-CICA-SRS1-AVS-00005
Salary : P 33,931.20
Salary Grade 13
Assignment : Communication Resources and Production Division
Audio Visual Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree in Mass Communication, Communication Arts, Multi-media Arts
Experience	At least 6 months basic knowledge on digital audio / video graphics, etc. or any related experience.
Training	At least eight (8) hours relevant training
Eligibility	None required

Position/Job Description

- Responsible in the day-to-day operation of Audio-Visual Section (AVS)
- Assists in performing clean-cut edit of AV materials
- Demonstrates basic skill in photography, videography, audio/sound editing, MS Office
- Gathers, stores, and archives all A/V materials in existing physical and digital filing systems.
- Perform other duties/functions that may be assigned from time to time.

Additional Qualification/s:

- Average written and oral communication skills
- Able to work with less supervision and has initiative
- Possess good time management skills
- Proficient in using Adobe Premiere and other related video editing software's

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.**