



NOTICE OF VACANT POSITION

Date of Publication: 08 February 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 Analyst**
Status of Engagement : Project-based (CICA)
Position Code : 2024-STII-CICA-SRA-00004
Salary : P 30,526.80
Salary Grade 11
Assignment : Communication Resources and Production
Division
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree in mass communication / business administration / marketing
Experience	6 months experience in events organizing, office operations, coordination, etc.
Training	Minimum of 8 hours training in events management, office administration, liaising, etc.
Eligibility	N/A

Position/Job Description

- Coordinate effectively with various stakeholders/clients.
- Draft letters, correspondences, and memos.
- Assists in report writing, documentation, and the preparation of minutes of the meeting.
- Assists in creating PowerPoint presentations and managing logistics requirements for events.



- Perform other administrative functions.

Additional Qualification/s:

- Possesses average written and oral communication skills, adept in documentation, record-keeping, drafting reports, correspondences, and skilled in news and feature writing.
- Proficient in Microsoft Office applications such as word, Excel, and Powerpoint.

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 February 14, 2024.
Only shortlisted applicants with complete documents will be notified.