NOTICE OF VACANT POSITION

Date of Publication: 26 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	:	**Planning Officer III**
Status of Engagement	:	Permanent
Position Code	:	STIIB-PLO3-4-2019
Salary	:	P 46,725.00 plus Magna Carta Benefits Salary Grade 18
Assignment	:	Office of the Director – Management Information Systems and Planning Section
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	• Career Service (Professional)/ Second Level Eligibility • RA 1080 • PD 907
Additional Qualification/s:	Proven track record in the following fields: 1. Strategic Planning and Mapping 2. Research 3. Planning, Organizing, and Delivering 4. Monitoring and Evaluating 5. Generating Reports 6. Performance Management 7. Records Management 8. Attention to Detail 9. Time Management 10. Computer Literacy

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ISO 9001:2015
Certificate No. 50500772 QM15

Position/Job Description

- *Collaborates in translating the vision, mission, and values of the Agency into effective strategies. Inspires and influences others to assume ownership of organization's goals.*
- *Prepares and consolidates the Strategic Plan of the Agency.*
- *Displays strategic thinking and planning to ensure the organization's moves towards its vision. Initiates, develops, coordinates, and evaluates change management strategies to successfully bring about change in the organization. Acts decisively in a complex environment of ambiguity and multiple stakeholders.*
- *Provides guidelines on how to craft the research report such that the achievement of objectives would be best presented to satisfy the client's requirements.*
- *Provides feedback to team members on the research findings and the final report; Coaches them on how to enhance existing processes and come up with even better research studies in the future.*
- *Provides guidelines in terms of work performance and priorities supportive of the Agency's mission and mandate.*
- *Provides support by means of approving the allocation of adequate resources appropriate for the kind of work being performed.*
- *Ensures alignment of efforts from the various sections in terms of work plans, priorities, and timely delivery of services by making clear pronouncements about management's direction.*
- *Provides institutional support to strategies that address resource gaps by allocating the needed resources to meet or exceed organizational objectives.*
- *Prepares Monthly Report on the Status of Programs/ Activities/ Projects as part of regular monitoring and evaluation.*
- *Ensures consistent updating on the status of programs, activities, and projects in a timely manner.*
- *Recommends improvements in the design of M&E approach and methodology appropriate for the programs, activities, and projects.*
- *Requires the periodic checking of systems/ components to effectively monitor and evaluate progress.*
- *Reviews the Project Evaluation to look for possible areas of improvement. Recommends measures that will effectively address the gaps identified.*
- Reviews/evaluates the Division Performance based on SPMS.
- *Recognizes trends and patterns in current and past data on Science & Technology information. Reviews the S & T reports and checks the relevance of its content to the objectives set forth.*
- *Consolidates and reviews project proposals of DOST-STII.*
- *Provides policies and guidelines in the preparation of S & T reports. Mentors' others in the preparation of relevant, meaningful, and politically correct reports.*
- *Prepares and submits regular reports (Mid-Year and Annual Assessment), Concept Papers, Concept Notes, Policy Papers, and Annual Report.*

- *Analyzes data and identifies significant information as basis for development plans/ programs and decision making.*
- *Checks ratings/ gives corrections as necessary and submits System of Ranking of Delivery Units and Evaluation Sheets for Performance-based Bonus.*
- *Develops communication and implementation plan on the agency's Performance Management System.*
- *Sets schedule to ensure results will be accomplished within required timelines. Analyzes the urgency and importance of the work and the resources needed to get it done.*
- *Establishes and maintains systems and files to help resolve pending issues and problems in a timely manner.*
- *Monitors and reviews various information technology activities and services*
- *Performs systematic back up procedures. Shows resourcefulness in using new and available technologies.*
- *Analyzes strengths and weaknesses of current technologies. Keeps updated on new technologies in one's field and implements them in the job.*

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** and by accomplishing the form through this link: **https://forms.gle/g1CZLTsHku5AQ7Le6**

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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. Performance rating **in the last rating period**
9. Certificate of eligibility/rating/license
10. Certificate of Awards (if applicable)

The deadline for the submission of applications is on March 10, 2024.
Only shortlisted applicants with complete documents will be notified.