NOTICE OF VACANT POSITION

Date of Publication: 15 March 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	:	**Administrative Officer II**
		(HR Management Officer I)
Status of Engagement	:	Permanent
Position Code	:	STIIB-ADOF2-5-2024
Salary	:	P 27,000.00
		Salary Grade 11
Assignment	:	Finance and Administrative Division – HR Section
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's Degree relevant to the job.
Experience	None required
Training	None required
Eligibility	CSC Second Level Eligibility, PD 907 or RA 1080
Additional Qualification/s:	Proven track record in the following fields: 1. Learning and Development Planning 2. Program / Course Design and Development 3. Program / Course Delivery and Administration 4. Learning and Development Facilitation 5. Learning Measurement and Evaluation 6. Competency Development and Enhancement 7. Recruitment, Selection, and Placement (RSP) 8. Rewards and Recognition 9. Benefits, Compensation and Welfare Management 10. Performance Management 11. Occupational Safety and Health 12. Employee Discipline

DOST Complex, Gen. Santos Avenue, Bicutan
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P.O. Box 3596 Manila
www.stii.dost.gov.ph

Mobile Nos.   09239582400 / 09062540101 (FAD)
09239582384 / 06062540092 (IRAD)
09239582403 / 09062540103 (CRPD)
09222678009 (CRPD-PAS)
09193754335 / 09759180192 (DOSTv)
09289403539 / 09568711864 (STARBOOKS)

ISO 9001:2015
Certificate No. 50500772 QM15

	13. Records Management
	14. Attention to Detail
	15. Time Management
	16. Mathematical Proficiency
	17. Computer Literacy

Position/Job Description

- Drafts data gathering instruments such as survey questionnaire, Guide Questions for Focus Group Discussion (FGD) and/or Key Informant Interview (KII) as the case may be

- Applies statistical and/or content analysis on summarized data

- Collaborates with various schools and universities for student immersion and/or on-the-job training program

- Assists in the conduct and consolidation of the periodic training needs analysis as reference in developing the individual development plan.

- Reviews and determines appropriateness of Course Briefs and Training Activity Plans/ Training Design Matrix submitted by external Learning Service Providers

- Documents and prepares own Course Briefs, Training Activity Plan/ Training Design Matrix

- Handles scholarship grants and re-entry action plan.

- Submits reportorial requirements such as proposal, terminal report, and status report.

- Prepares and executes Learning & Development Program/ Course Implementation Checklists using predesigned template

- Specifies venue arrangements for external venue providers; assists in arrangement/ lay-out of the training classroom for In-House Programs or customized training/ L&D programs

- Introduces program/ course by presenting learning objectives, soliciting participants' personal learning objectives, leveling off expectations with the participants and establishing house rules

- Conducts measurement of training effectiveness

- Prepares Learning Evaluation Reports

- Organizes and monitors the implementation of the Annual Learning and Development Plan and status of individual development plan

- Conducts behavioral event interviews, surveys, observation, FGDs, review of relevant organizational documents to elicit important information

- Suggests ways of effectively storing and retrieving data on job descriptions, competency tables and position profiles.

- Gathers information on new trends in Competency Programs

- Maintains and updates database of vacancies, applicants, and personnel actions based on joint readiness reporting system

- Receives nomination folders and checks completeness of requirements. Prepares profile of nominees for presentation to the committee

- Collates data/materials from the conduct and evaluates organization-wide programs (i.e., health and wellness programs, information campaigns, sports activities, anniversary, and Christmas programs, etc.)

- Complies with STII Performance Management System; monitors submission of Individual Performance Commitment and Review Form (IPCR), targets and accomplishments

- Applies limited technical skills and demonstrates limited knowledge of emerging technology

- Implements employee wellness activities (such as but not limited to sports activities, health activities, etc.), soliciting issues and suggestions; explores solutions to identified issues

- Monitors implementation of current employee wellness programs

- Maintains a record of administrative cases and coordinates requests with line managers to ensure that feedback is given to employees

- Maintains personnel records in a methodical and organized manner using own initiative to facilitate easy retrieval

- Demonstrates proficiency in computer applications beyond what is required by the function. Integrates audio, video, and animation in PowerPoint presentations. Prepares related database of information

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://docs.google.com/forms/d/e/1FAIpQLScpFoq78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform**

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

The deadline for the submission of applications is on April 3, 2024.
Only shortlisted applicants with complete documents will be notified.