



NOTICE OF VACANT POSITION

Date of Publication: 19 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 : **SCIENCE RESEARCH SPECIALIST I**
Status of Engagement : Permanent
Position Code : STIIB-SRAS1-2-2024
Salary : P 31,320.00
 Salary Grade 13
Assignment : Information Resources and Analysis Division –
 STARBOOKS
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. Public Information Management 2. Content Development 3. Attention to Detail 4. Time Management 5. Computer Literacy 6. Project Management

Position/Job Description

- Promotes STARBOOKS in different social media platforms.
- Responds to STARBOOKS-related queries received from DOST STARBOOKS emails and Facebook page.
- Evaluates and sorts the information and requests for information received and prompts appropriate parties for actions.

- Responsible for the documentation of STARBOOKS-related events / activities.
- Assists in the preparation of the STARBOOKS Insider publication.
- Assists in the preparation of STARBOOKS promotional materials.
- Monitors the quality of work by setting up procedures.
- Maintains checklist and calendar to ensure that small details are not overlooked.
- Prioritizes and identifies more critical / important and less urgent / important activities and task.
- Demonstrates knowhow of the technological infrastructure (hardware, software operating systems, personal computing)
- Able to deliver required outputs of relatively simple projects or special assignments whose success relies mostly on own input and initiative although input from a few entities is required.

Additional Qualification/s:

- Proficient in written and oral communication
- With experience in coordinating and communicating with different stakeholders
- With skills in data organization and presentation; and
- A team player and can work independently with minimal supervision.

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/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_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
8. Certificate of Eligibility / RA 1080 / PD 907
9. IPCR
10. Certificates of Awards (if applicable)

**The deadline for the submission of applications is on March 28, 2024.
Only shortlisted applicants with complete documents will be notified.**