



**NOTICE OF VACANT POSITION**

Date of Publication: 22 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** : **Information Officer I (Social Media Administrator)**  
**Status of Engagement** : Contract of Service  
**Position Code** : 2024-STII-GAA-IOI-002  
**Salary** : P 30,526.80  
 Salary Grade 11  
**Assignment** : Communication Resources and Production Division  
 DOSTv  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's Degree preferably in the field of Mass Communication, Broadcast Communication, Development Communication, Journalism, Film, Marketing, Business Administration
Experience	At least six (6) months in the broadcast company or marketing firm or any related companies
Training	None required
Eligibility	None required

**Position/Job Description**

- Prepare a monthly content plan for all DOSTv social media platforms;
- Lead the execution of the content plan by conceptualizing and creating social media posts.
- Edit short videos and layout infographics for online posting.
- Join during DOSTv production shoot and coverages to generate online content.
- Respond to online queries (email, social media, etc.)

- Monitor and submit online data analytics and reports.
- Perform other tasks that may be assigned from time to time.

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](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: [https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](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

**The deadline for the submission of applications is on March 31, 2024.  
Only shortlisted applicants with complete documents will be notified.**