



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 : **Science Research Specialist I**
Status of Engagement : Project-based (CICA)
Position Code : 2024-STII-CICA-SRSI-00006
Salary : P 35,757.60
Salary Grade 13
Assignment : Communication Resources and Production Division
Public Affairs Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's Degree preferably in the field of Mass Communication, Communication Arts, Marketing or any related field.
Experience	At least one (1) year experience in events management and administrative works
Training	At least four (4) hours of relevant training
Eligibility	None required

Additional Qualification/s:

- Must be organized and systematic in performing tasks.

Position/Job Description

- Perform technical tasks such as documentation and news writing related to the DOST awards and events management.
- Perform administrative tasks, including but not limited to:
 - Taking minutes of meetings.
 - Coordinating with key personnel.
 - Recording and filing documents.
 - Monitoring document submissions of nominees.

- Performing other administrative tasks as required by the nature of the project.

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/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqqyK5Pd_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.**