



NOTICE OF VACANT POSITION

Date of Publication: 23 April 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 II**
Status of Engagement : Permanent
Position Code : STIIB-SRAS2-14-1998
Salary : P 39,672.00
Salary Grade 16
Assignment : Information Resources and Analysis Division –
STARBOOKS
No. of Vacancy : 1

Requirements:	
Education	Bachelor's Degree relevant to the job.
Experience	At least 1 year of relevant experience
Training	At least 4 hours of relevant training
Eligibility	CSC Second Level Eligibility, PD 907 or RA 1080
Additional Qualification/s:	Proven track record in the following fields: 1. Collection Access and Control 2. Acquisition and Collection Management 3. Information Architecture 4. Organizing Science, Technology, Innovation Collections and Resources 5. Digital Preservation 6. References and User's Services 7. Public Information Management 8. Account Management 9. Content Development 10. Attention to Detail 11. Time Management 12. Computer Literacy 13. Project Management

Position/Job Description

- Formulate and adapts policies and procedures for digital data management plans
- Evaluates and improves the library's access and circulation policies to respond to changing needs of clientele while adhering to related regulations and standards
- Accomplish and/or update contents of different ISO 9001:2015 forms and MOV during internal and external audit (twice a year for internal; once a year for external)
- Prepares plans for the collection and data banking of new resources for STARBOOKS;
- Gathers the needed data for the system development/modification of STARBOOKS and SLIMS;
- Prepares system documentations of the assigned information systems;
- Plans system analysis and design of online information system
- Provides technical support and conducts training on IS installation, usage and management
- Identifies opportunities to increase public awareness and obtain public support/patronage and develops processes and systems of information sharing
- Evaluates effectiveness of existing information sharing practices by Administering Client Feedback/report and modifies and/or improves as needed
- Explores partnerships and linkages with private, NGOs, and other government agencies for the deployment and contents of STARBOOKS;
- Assist library clients and its OPAC and STARBOOKS through online walk through/orientation as part of promotion and marketing
- Monitors carefully the details and quality of own and other's work and ensure accuracy of information in work reports and outputs
- Sets schedule to ensure results will be accomplished within required timelines
- Demonstrates proficiency in computer applications beyond what is required by the function
- Sets-up server and database environment and writes Source Code of the program;
- Facilitates the user testing and fix bugs/errors and tests/debugs developed program;
- Performs periodic system and database backup of developed information systems;
- Prepares Project/Activity Plan and integrates corrections/revisions/modifications related to assigned projects

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 for year 2023
10. Certificates of Awards (if applicable)

**The deadline for the submission of applications is on May 8, 2024.
Only shortlisted applicants with complete documents will be notified.**