NOTICE OF VACANT POSITION

Date of Publication: 17 May 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 Analyst**
Status of Engagement	:	Contract of Service
Position Code	:	2023-STII-GAA-SRA-008
Salary	:	P 30, 526.80
		Salary Grade 11
Assignment	:	Information Resources and Analysis Division
		Documentation Section
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	None required

Position/Job Description

- Prepares monthly summary report on online queries in DOST InfoSerbilis and DOST Philippines Facebook pages.

- Assists in updating database records of DOST InforSerbilis FAQs;

- Assists in encoding science news in science.ph;

- Assists in designing social media collaterals such as infographics, short video clips, and other digital communication media;

- Performs administrative functions assigned by the Division Chief; and

DOST Complex, Gen. Santos Avenue, Bicutan
1631 Taguig City, Philippines
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

- Performs other duties as assigned.

Additional Qualification/s:

- Preferably librarian (with or without PRC license)

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 Training
7. Certificate of Employment with Actual Duties and Responsibilities

The deadline for the submission of applications is on May 27, 2024.
Only shortlisted applicants with complete documents will be notified.