



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 Specialist I**
Status of Engagement : Project-based
Position Code : 2024-STII-SRAS1-CICA-00007
Salary : P 37,583.33
 Salary Grade 13
Assignment : Communication Resources and Production Division
 Content Development and Editorial Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree in Mass Communication / Journalism / DevCom / Multimedia Arts
Experience	1 year experience in creating social media content and news and feature articles
Training	4 hours training in socmed content creation and infographics
Eligibility	None required

Position/Job Description

- Responsible for producing press releases and write-ups related to the 2024 National Science, Technology, and Innovation Week (NSTW), as well as the Regional Science, Technology, and Innovation Week (RSTW) celebrations.
- Responsible for dissemination to media partners, such as posting on various official websites, social media, and publications.
- Responsible for administrative functions such as writing reports, meetings, documentation etc.

Additional Qualification/s:

- Average written and oral communication skills.
- Able to work with less supervision and has initiative.
- Can do research for story creation and can-do simple graphics.
- Proficient in using Photoshop, Canva, Adobe Premiere and / or related software's.

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/1FAIpQLScpFq78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_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.**