



**NOTICE OF VACANT POSITION**

Date of Publication: 06 June 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  
(Online Engagement and Events Manager)**

**Status of Engagement** : Contract of Service

**Position Code** : 2024-STII-GAA-SRS1-004

**Salary** : P 35,757.60  
Salary Grade 13

**Assignment** : Information Resources and Analysis Division –  
STARBOOKS

**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's Degree relevant to the job preferably in Mass Communication, Journalism and DevCom.
Experience	One (1) year experience in online engagement and events management
Training	None required
Eligibility	None required
Additional Qualification/s:	Proven track record in the following fields: <ol style="list-style-type: none"> <li>1. Proficient in written and oral communication skills</li> <li>2. Has initiative</li> <li>3. Can manage social media platforms</li> <li>4. Can organize events</li> <li>5. Proficient in Canva and similar applications</li> </ol>

## Position/Job Description

- Prepare scripts, design program, and act as host/emcee for STARBOOKS events and activities.
- Organize and collaborate with various stakeholders for the conduct of STARBOOKS related events and activities.
- Manage the social media platforms of STARBOOKS.
- Prepare process documentation of assigned STARBOOKS event or activity.
- Perform other related tasks as 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 (if any)
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on June 16, 2024.  
Only shortlisted applicants with complete documents will be notified.**