



### **NOTICE OF VACANT POSITION**

Date of Publication: 31 July 2023

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:

<b>Position</b>	:	<b>Science Research Analyst (Camera Operator / Editor)</b>
<b>Status of Engagement</b>	:	Contract of Service
<b>Position Code</b>	:	2023-STII-GAA-SRA-008
<b>Salary</b>	:	P 28,652.40 Salary Grade 11
<b>Assignment</b>	:	Communication Resources and Production Division DOSTv
<b>No. of Vacancy</b>	:	1

<b>Requirements:</b>	
Education	Bachelor's degree preferably in the field of Mass Communication, Journalism, Film, or any related
Experience	At least 6 months in the broadcast company or any related companies
Training	None required
Eligibility	None required

#### **Position/Job Description**

- Carry out the creative / video framing, capturing actions, shooting angles and composing shots in both studio and on-location shoots
- In-charge of the overall technical setup during the production shoot (not limited to lights, camera, and sounds)
- Manage the proper dumping of all raw video and audio materials
- Conduct canvassing and purchasing of other DOSTv technical equipment

- Checks the functionality of all DOSTv equipment and conducts regular maintenance
- Edit assigned episode (audio, video, music, SFX, graphics, etc.)
- Must be familiar with using Adobe Premiere, After Effects, Audition, Photoshop, etc.
- Perform other tasks 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)

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
8. IPCR or Individual Performance Evaluation for 1<sup>st</sup> and 2<sup>nd</sup> Semester
9. Certificates of Award

**The deadline for the submission of applications is on August 10, 2023. Only shortlisted applicants with complete documents will be notified.**