



NOTICE OF VACANT POSITION

Date of Publication: 28 November 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:

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|-----------------------------|---|--|
| Position | : | Project Technical Assistant II (Camera Operator / Editor) |
| Status of Engagement | : | Project-based |
| Position Code | : | 2023-STII-SP-PTAII-003 |
| Salary | : | P 32,400.00 Salary Grade 11 |
| Assignment | : | Communication Resources and Production Division DOSTv |
| No. of Vacancy | : | 1 |

| Requirements: | |
|----------------------|--|
| Education | Bachelors degree preferably in the field of Mass Communication, Broadcast Communication, Development Communication, Journalism, Film, or any related |
| Experience | At least six (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 (lapel, boom mic, camera, etc.)
- Know how to operate drone and action camera
- 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 (music design, sound effects, background music, etc.)
- Must be familiar with using Adobe Premiere, After Effects, Audition, Photoshop, etc.
- Perform other tasks that maybe 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

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 December 4, 2023.
Only shortlisted applicants with complete documents will be notified.**