



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:

Position : **Chief Science Research Specialist**
Status of Engagement : Permanent
Position Code : STIIB-CSRS-2-1998
Salary : P 88,410.00 plus Magna Carta Benefits
 Salary Grade 24
Assignment : Communication Resource and Production Division
No. of Vacancy : 1

Requirements:	
Education	Master's Degree OR Certificate in Leadership and Management from the CSC or CES/CSE Eligible
Experience	Four (4) years of supervisory / management experience
Training	40 hours of supervisory / management learning and development intervention undertaken within the last five (5) years
Eligibility	Career Service (Professional)/ Second Level Eligibility
Additional Qualification/s:	Proven track record in the following fields: 1. Account Management 2. Audio – Visual Services and Support 3. Broadcast Production Management 4. Content Development 5. Events Management 6. Information, Education, and Communications (IEC) Materials Development 7. Media and Press Management 8. Photography 9. Public Information Management 10. Publication Management 11. Video Production



	12. Communications Research 13. Attention to Detail 14. Time Management 15. Mathematical Proficiency 16. Computer Literacy 17. Project Management
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Position/Job Description

- Sets organizational strategy governing the direction, conduct, and continuity of DOST STII partnerships and networks by approving MOA/ MOU, incorporating the necessary adjustments; allocating the necessary resources to sustain them; and managing processes and procedures, tools and techniques for monitoring and evaluating them
- Establishes, builds, and sustains working relationships with the various STII, DOST units and external offices by developing and promoting a cooperative, well-coordinated and motivated workforce that is responsive to the needs of stakeholders
- The ability to develop audio-visual (A/V) materials by coordinating with clients to identify their needs and requirements; studying the target audience to ensure that the desired message is conveyed; and structuring, designing, editing, and developing sound and visual components of the requested materials
- The ability to create broadcast-quality content for DOSTv by organizing, executing, and monitoring the pre-production, the production, and the post-production stages of the program. It includes planning the program, managing the shooting schedule, editing sessions, airing of episodes, and technical management to ensure that a high-quality production is made on time and within budget
- The ability to write, edit, and repackage content for various communication purposes, target audiences, and communication channels and platforms. It includes doing research and gathering information to deliver appropriate messages, graphic designing, and layouting
- The ability to plan, organize, direct, and evaluate small to large scale events to promote DOST-STII's products, services, thrusts, and priorities
- The ability to format, design, and implement concepts in communication materials (brochures, annual reports, leaflets, product catalogues, books etc.) to convey information and messages through different media platforms (print, radio, TV, online, etc.) with due consideration to the existing DOST Corporate Identity Manual
- The ability to establish and maintain positive relations with members of the media and press by studying how they work; staying updated on media/ press requirements; maintaining regular interaction with reliable media personalities/ contacts/ partners; developing and evaluating media/ press strategies to protect and promote DOST-STII and DOST reputation; and creating media management protocols to address planned and unplanned media engagements (e.g., impromptu request for virtual presser/press conference)

- The ability to use photographic equipment to capture and process images for various purposes, such as displays, presentations, and publications. It includes the ability to inspect and perform periodic maintenance on photographic equipment and maintain an appropriate filing/ archiving system for images taken.
- The ability to manage information sharing with the general public by understanding the public information objectives, plan, campaign; establishing and complying with standards, practices, and policies; identifying the target audience group and applying appropriate information sharing strategies; and disseminating the information through the proper channel or platform
- The ability to manage the distribution of DOST-STII publications in printed and digital formats (journals, e-newsletters, magazines, special publications, etc.) to concerned audiences, ensuring compliance with publication standards, procedures, and policies, and intellectual property rights
- The ability to use video equipment to capture and process images/ videos for various purposes, such as displays and presentations. It includes the ability to inspect and perform periodic maintenance on video equipment and maintain an appropriate filing/ archiving system for videos taken
- The ability to apply quantitative and qualitative research methodologies to evaluate messages and content, understand the audience, utilize communication channels, identify communication gaps, and determine effectiveness of communication materials and platforms
- The ability to accomplish a task while applying careful and thorough concern for the various areas involved no matter how insignificant it may seem to achieve quality output while using time and resources efficiently
- The ability to plan and use time effectively and productively in such a way that tasks and activities are coordinated to maximize the effort and resources used to achieve the desired output
- The ability to perform the basic Math operations (addition, subtraction, multiplication, division), express the output in an accurate, legible, written form, and use them in varied business applications
- The ability to use computers and related information technology in performing various tasks and accomplishing work assignments to enhance productivity, efficiency, responsiveness, and service quality. It may also include basic knowledge in computer troubleshooting
- Ability to effectively manage the various aspects of a project and use different project management tools and techniques in order to achieve its objectives or to produce its intended outcomes within a specified period, while ensuring optimum use of resources

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 to hr@stii.dost.gov.ph **IN THE FOLLOWING ORDER:**

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. Certificate of Eligibility

**The deadline for the submission of applications is on December 27, 2023.
Only shortlisted applicants with complete documents will be notified.**