



NOTICE OF VACANT POSITION

Date of Publication: 11 September 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	:	Project Technical Assistant VI (Segment Producer/Writer/Researcher)
Status of Engagement	:	Project-based
Position Code	:	2023-STII-SP-PTAVI-002
Salary	:	P 43,943.00 Salary Grade 15
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, travel show or any related companies
Training	None required
Eligibility	None required

Position/Job Description

- Pitch stories / topics and conduct data-gathering for relevant S&T content
- Prepare and submit the production schedule and shoot guide for approval
- Coordinate with involved agencies and offices
- Prepare travel and administrative documents for the production shoot
- Oversee the flow of the production shoot

- Ensure that all dumped video and audio materials are properly transferred
- Prepare the script of the content as a guide for editing
- Supervise the editing of the broadcast material
- Submit monitoring of content
- Willing to travel to different parts of the country for production shoots
- 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 September 17, 2023. Only shortlisted applicants with complete documents will be notified.