



NOTICE OF VACANT POSITION

Date of Publication: 01 September 2022

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. Communication Research 2. Content Development 3. IEC Materials Development 4. Media and Press Management 5. Public Information Management 6. Publication Management 7. Events Management 8. Excellent Writing Skills 9. Broadcast

Position/Job Description

- Plans, programs and distributes work of the CRPD.
- Monitors and reviews all outputs and reports against standards and ensures compliance to submission schedules.
- Motivates, trains and develops employees to improve current performance and to prepare them for higher-level jobs.
- Reviews and evaluates performance of employees.
- Maintains morale and discipline among employees.
- Develops and promotes cooperative and well-coordinated workforce.
- Coordinates, cooperates, and establishes working relationships with the various STII, DOST units and external offices.

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 and by accomplishing the form through this link: <https://forms.gle/q1CZLTsHku5AQ7Le6>

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. 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 October 1, 2022.
Only shortlisted applicants will be notified.**