



NOTICE OF VACANT POSITION

Date of Publication: 08 August 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 : **Information Officer I (Social Media Administrator)**
Status of Engagement : Contract of Service
Position Code : 2022-STII-GAA-IO1-017
Salary Grade : 11
Salary : P 26,779.20
Assignment : Communication Resources and Production
 Division – DOSTv Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor’s degree preferably in the field of Mass Communication, Visual Arts, Multimedia Arts, Digital Arts, Development communication, Communication Arts, Broadcast Journalism
Experience	None required but preferably with two (2) years’ work experience related to social media administration, photo and video production, etc.
Training	Preferably with at least 8 hours of relevant training on social media administration, photo and video production.
Eligibility	None required

Position/Job Description

- Prepare monthly content plan for all DOSTv social media platforms.
- Lead the execution of the content plan by conceptualizing and creating social media posts.
- Edit short videos for online posting.
- Layout infographics and social media cards for posting
- Attend event coverages as assigned for social media postings.
- Join during DOSTv production shoot to generate online content.

- Explore partnerships with social media influencers and other social media platforms
- Responds to online queries
- Monitor and submits online data analytics
- Perform other task 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 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 August 18, 2022.
Only shortlisted applicants will be notified.**