



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 II (Researcher/Segment Producer/Writer)**
Status of Engagement : Contract of Service
Position Code : 2022-STII-GAA-IO2-016
Salary Grade : 15
Salary : P 38,463.60
Assignment : Communication Resources and Production
Division – DOSTv Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree preferably in the field of Mass Communication, Broadcast Communication, Development Communication, Journalism, Film
Experience	Preferably with two (2) years work experience related to script writing and TV Production.
Training	Preferably with at least 8 hours of relevant training
Eligibility	None required

Position/Job Description

- Pitch stories / topics and conduct data-gathering for relevant S&T content.
- Submit production schedule for approval.
- Coordinate with involved agencies and offices.
- Review travel and administrative documents for the production shoot
- Prepare and submit the production shoot guide.
- 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 guide for editing.
- Supervise the editing of the broadcast material.
- Submit monitoring of content.

- 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.**