



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 : **Science Research Analyst
(Camera Operator/Editor)**

Status of Engagement : Contract of Service

Position Code : 2022-STII-GAA-SRA-018

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 TV production, video editing and cinematography.
Training	Preferably with at least 8 hours of relevant training on cinematography, video production, and video editing
Eligibility	None required

Position/Job Description

- Carry out the creative / video framing, capturing actions, shooting angles, and composing shots in both studio and on location shoots.
- Suggest ideas and physical realities of production setting
- Manage the proper dumping of all raw video and audio materials
- Prepare the time code of the video and audio material for editing
- Provide suggestions for the shoot guide

- Check the functionality of all DOSTv equipment and conducts regular maintenance
- Conduct editing of all assigned DOSTv broadcast materials
- 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.**