



NOTICE OF VACANT POSITION

Date of Publication: 28 December 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	:	Information Officer II
Status of Engagement	:	Project-based
Position Code	:	2023-CICA-Comp1-CDES-00001
Salary	:	P 40,290.00 Salary Grade 15
Assignment	:	Communication Resources and Production Division Content Development and Editorial Section
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's degree in Mass Communication / Journalism / Devcom /Multimedia Arts
Experience	One (1) year experience in creating content for digital magazine/writing articles/layout
Training	4 hours training in news/feature, digital publications, simple photo editing
Eligibility	None required

Position/Job Description

- Responsible for producing / creating content for digital magazine in the web and app.
- With above average proficiency in article writing
- Knowledgeable in basic photo editing and graphic designing.
- Perform other tasks from time to time.

Additional Qualification/s:

- Above average written and oral communication skills

- Able to work with less supervision
- Knowledgeable in digital magazine design, layout, management.
- Proficient in using Adobe or related digital publication software.

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 **IN THE FOLLOWING ORDER:**

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 January 3, 2024.
Only shortlisted applicants with complete documents will be notified.**