



NOTICE OF VACANT POSITION

Date of Publication: 21 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 : **Information Officer I**
Status of Engagement : Contractual
Position Code : 2022-STII-DOSTvCONT-IO1-004
Salary : P 25,439.00 plus Magna Carta Benefits
Salary Grade 11
Assignment : Communication Resources and Production Division
DOSTv Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	None required

Additional Qualification/s:

Proven track record in the following fields:

1. Content Development
2. IEC Materials Development
3. Lay-outing
4. Photography
5. Writing Skills
6. Computer Skills
7. Video Production
8. Production Management
9. Audio-Visual Services and Support

Position/Job Description

- Carry out the creative/video framing, capturing actions, shooting angles, and composing shots in both studio and on location shoots
- Suggests ideas and physical realities of production setting
- Manages the proper dumping of all raw video and audio materials
- Prepares the time code of the video and audio material for editing
- Provides suggestions for the shoot guide
- Checks the functionality of all DOSTv equipment and conducts regular maintenance
- Prepares and submits approved PR and monitoring of equipment
- Assists in the coordination for segment shoot
- Prepares travel and administrative documents
- Performs other tasks 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 October 1, 2022.
Only shortlisted applicants will be notified.**