



### **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:

<b>Position</b>	:	<b>Information Officer II</b> (Researcher/Segment Producer/Writer)
<b>Status of Engagement</b>	:	Contractual
<b>Position Code</b>	:	2022-STII-DOSTvCONT-IO2-003
<b>Salary</b>	:	P 35, 097.00 plus Magna Carta Benefits Salary Grade 15
<b>Assignment</b>	:	Communication Resources and Production Division DOSTv Section
<b>No. of Vacancy</b>	:	1

<b>Requirements:</b>	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	None required

#### **Additional Qualification/s:**

Proven track record in the following fields:

1. Content Development
2. IEC Materials Development
3. Production Management
4. Writing Skills
5. Computer Skills
6. Interview and Research Skills

#### **Position/Job Description**

- Pitch stories /topics and conduct data-gathering for relevant S&T content

- Submits production schedule for approval
- Coordinates with involved agencies and offices
- Reviews travel and administrative documents for the production shoot
- Prepares and submit the production shoot guide
- Oversees the flow of the production shoot
- Ensures that all dumped video and audio materials are properly transferred
- Prepares the script of the content as guide for editing
- Supervise the editing of the broadcast material
- Submits monitoring of content
- Performs 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](mailto: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.**