



**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> (Graphic Designer/Video Editor/Social Media Administrator)
<b>Status of Engagement</b>	:	Contractual
<b>Position Code</b>	:	2022-STII-DOSTvCONT-IO2-002
<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. Graphics Designing
3. IEC Materials Development
4. Lay-outing
5. Photography
6. Writing Skills
7. Computer Skills
8. Video Production
9. Production Management

## **Position/Job Description**

- Manages the overall editing of all DOSTv broadcast materials
- Conceptualizes, prepares and collates graphic design materials for online posting in all social media pages of DOSTv
- Checks and gathers relevant S&T materials for posting
- Monitors online trends and recommends social media postings
- Schedules posting for social media content
- Post content in all the online platforms of DOSTv, responds to queries, monitor and reports all online data analytics of DOSTv
- 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](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.**