



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 III**
(Program Manager/Associate Producer)

Status of Engagement : Contractual

Position Code : 2022-STII-DOSTvCONT-IO3-001

Salary : P 45, 203.00 plus Magna Carta Benefits
Salary Grade 18

Assignment : Communication Resources and Production Division
DOSTv Section

No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 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. Account Management
4. Production Management
5. Writing Skills
6. Computer Skills
7. Lay-outing
8. Photography
9. Graphics Designing
10. Video Production

Position/Job Description

- Executes the project implementation, conducts monitoring, and develop content for DOSTv
- Conceptualizes marketing plan; identifies and facilitates new partnerships; and maintain existing partnerships
- Prepares and submits report on status of the program
- Reviews and edits broadcast materials
- 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.**