



NOTICE OF VACANT POSITION

Date of Publication: 08 August 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 I**
Status of Engagement : Contract of Service
Position Code : 2023-STII-GAA-IO1-002
Salary : P 28, 652.40
Salary Grade 11
Assignment : Communication Resources and Production Division
Content Development and Editorial Section
DOST-STII, Bicutan Taguig City
No. of Vacancy : 1

Requirements:	
Education	Bachelor's Degree in Mass Communication/Journalism/DevCom
Experience	1 year of relevant experience in social media content creation & news/feature writing
Training	6 hours training in socmed content creation, infographics, basic video editing
Eligibility	None required

Additional Qualification/s:

- Average written and oral communication skills
- Administrative and time management skills
- Knowledge on news and feature writing
- Above average people skills
- With initiative and resourceful
- Proficient in using Microsoft Office software and Canva

JOB DESCRIPTION

- Responsible for social media content creation
- Cover DOSTv events
- Responsible in writing news/feature articles
- Assist in researching for stories and documenting meetings
- Drafting office correspondences
- Can assist in project implementation and perform tasks that may be 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 **IN ORDER** to hr@stii.dost.gov.ph

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 August 14, 2023.
Only shortlisted applicants with complete documents will be notified.**