



NOTICE OF VACANT POSITION

Date of Publication: 02 August 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 : **Science Research Analyst (Web Developer)**
Status of Engagement : Contract of Service
Position Code : 2022-STII-GAA-SRA-014
Salary : P 26,779.20
Assignment : Communication Resources and Production Division
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree preferably in the field of Information Technology, Web development, Cybersecurity and Computer Science
Experience	None required but preferably with one (1) year work experience related to web development and Information Technology
Training	Preferably with at least one (1) year training relevant on web development and programming
Eligibility	None required

Position/Job Description

- Continuously update and handle the website development of DOSTv such as its content management system, episode tagging and uploading;
- Submit data analytics on website visits and hits with recommended plan of action;
- Handle Live Streaming of DOSTv episodes on social media pages and website;
- Lead the archiving system of DOSTv episode/content;
- Operate and maintain the DOSTv servers;
- Conduct installation, maintenance and inventory of DOSTv supplies and equipment;
- Conduct canvassing and purchasing of other DOSTv technical equipment;
- Assist in preparing DOSTv technical specifications
- Conduct field work as camera person within the Philippines whenever necessary

- 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 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 August 09, 2022.
Only shortlisted applicants will be notified.**