



NOTICE OF VACANT POSITION

Date of Publication: 01 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 : **Science Research Analyst
(Camera Operator/Editor)**

Status of Engagement : Contract of Service

Position Code : 2022-STII-GAA-SRA-014

Salary Grade : 11

Salary : P 26,779.20

Assignment : Communication Resource and Production
Division – DOSTv Section

No. of Vacancy : 1

Requirements:	
Education	Bachelor’s Degree preferably in the field of Mass Communication, Visual Arts, Multimedia Arts, Digital Arts, Development Communication, Communication Arts, Broadcast Journalism
Experience	Preferably with two (2) years of work experience related to TV Production, cinematography, and video editing
Training	Preferably with at least 8 hours of relevant training on cinematography, video production, and video editing
Eligibility	None required

Position/Job Description

- Carry out the creative/video framing, capturing actions, shooting angles, and composing shots in both studio and on location shoots.
- Manage the proper dumping of all raw video and audio materials
- Check the functionality of all DOSTv equipment and conducts regular maintenance
- Handle live streaming of DOSTv episodes on social media pages and website;
- Conduct editing of all assigned DOSTv broadcast materials

- Lead the archiving system of DOSTv episode/content;
- Assist in preparing DOSTv technical specification;
- Conduct canvassing and purchasing of other DOSTv technical equipment;
- Conduct installation, maintenance and inventory of DOSTv supplies and equipment
- Operate and maintain the DOSTv servers
- Perform other 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 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 September 7, 2022.
Only shortlisted applicants will be notified.**