



NOTICE OF VACANT POSITION

Date of Publication: 07 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 Specialist I
(Social Media Specialist)**
Status of Engagement : Contract of Service
Position Code : 2022-STII-GAA-SRS1-019
Salary Grade : 13
Salary : P 32,104.80
Assignment : Information Resources and Analysis Division
No. of Vacancy : 1

Requirements:	
Education	Bachelor's Degree relevant to the job preferably in Mass Communication, Journalism, DevCom
Experience	One (1) year experience in writing news/feature articles, social media content development
Training	Six (6) months training in SocMed content creation, infographics
Eligibility	None required

Additional Qualification/s:

- Proficient written and oral communication skills; has initiative, can do research for content creation
- Proficient in Adobe Photoshop, and similar applications.
- Knowledge in social media platform management will be an advantage.

Position/Job Description

- Prepare detailed marketing and promotion plans of STARBOOKS project, its publication, system applications and activities.

- Create strategic social media ads design (web graphics, infographics, videographics) and execution plan to drive more traffic to STARBOOKS Facebook page and STARBOOKS portal.
- Prepare writeups and layout of STARBOOKS Insider, a bi-annual publication of STARBOOKS and other STARBOOKS special publications.
- Prepare scripts, design program and act as host/emcee for STARBOOKS related events
- Perform other related tasks as 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 19, 2022.
Only shortlisted applicants will be notified.**