

Position/Job Description

- Manages the overall editing of all DOSTv broadcast materials by gathering and selecting raw footages and editing them according to the initial script, proper cut, appropriate text, graphics, and music coding with the use of specialized software for professional quality editing.
- Supervises the storage and archiving of content material in DVDs/external hard drives for easy access and retrieval.
- Conceptualizes, prepares, and collates graphic design materials for online posting in all social media pages of DOSTv by monitoring online trends, checking and gathering relevant S&T materials, and creating content that appeals to the target market.
- Performs photo-editing by determining and evaluating the use of texts to enhance composition, checking font selection and text placement, and using the proper photo-editing software to complete post-production work.
- Stores and archives photos by designing and implementing a system for maintaining photographs and video files using best practices (i.e., DVDs, external hard drives) and taking into consideration DOST STII policies on records retention.
- Manages the sharing of public information by processing, summarizing, and packaging information to be shared on DOSTv online platforms/social media platforms; reviewing and editing social media posts to make sure that they conform to DOST-STII public information plan, standards, regulations, and policies; and gathering analytics and insights from all social media platforms to prepare reports and craft recommendations to improve the agency's online presence.
- Performs video editing by assembling rough cuts of video footages to the timeline; adding text using text tool, adjusting font, size, style, and shadow as needed; applying graphics, effects, and animation to the final cut video footages; applying soundtrack that suits the mood of the video production; and enhancing the color and tonal qualities of the video.
- Designs and implements a system for maintaining video files using best practices and taking into consideration DOST STII policies on records retention.

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 and by accomplishing the form through this link: https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform

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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR
9. Certificate of Awards (if applicable)
10. Certificate of eligibility

**The deadline for the submission of applications is on April 10, 2024.
Only shortlisted applicants with complete documents will be notified.**