



**NOTICE OF VACANT POSITION**

Date of Publication: 27 March 2024

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 III**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-INFO3-5-2024  
**Salary** : P 46,725.00  
Salary Grade 18  
**Assignment** : Communication Resources and Production Division -  
DOSTv  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CSC Second Level Eligibility, PD 907 RA 1080
<b>Additional Qualification/s:</b>	Proven track record in the following fields:  1. Account Management 2. Broadcast Production Management 3. Content Development 4. Events Management 5. Information, Education, and Communications (IEC) Materials Development 6. Photography 7. Video Production 8. Communications Research 9. Attention to Detail 10. Time Management 11. Mathematical Proficiency 12. Computer Literacy 13. Project Management

## Position/Job Description

- Identifies and establishes linkages with new partners and builds and maintains existing partnerships with media networks, regulatory bodies, sponsors, media monitoring companies, and other stakeholders by being responsive to their needs and through efficient planning, scheduling and coordination of programs and activities.
- Coordinates with new potential platform/channel to air DOSTv and drafts MOU/MOA and deed of donation for partners/sponsors taking into consideration proposals and agreements met as well as program objectives, activities, and resources.
- Monitors and evaluates program activities and team performance vis-à-vis MOU/MOA and takes corrective action where necessary to maintain productive and beneficial relationships with partners and sponsors.
- Conceptualizes and drafts marketing/ promotional plan for DOSTv to attract partners and sponsors by identifying marketing objectives, target audience, the media channels/platforms, marketing strategies and how to measure their impact, as well as other marketing tools.
- Plans, executes, and monitors the pre-production, production and post-production stages of DOSTv programs by setting directions for the team; considering the objectives, target audience, resource requirements, and budget in creating and managing the production ; directing production activities, managing schedules, reviewing shoot guides, and preparing catch up plans; addressing issues and concerns that may arise during production; and preparing the necessary travel/ administrative documents and production reports.
- Develops content for DOSTv by reviewing broadcast materials, submitting pitched stories/ topics, scripts, social media posts ensuring that the messages are clear and include all necessary information and facts.
- Reads and writes on different topics, genres, and niches applying the appropriate writing style and editorial judgment for various audiences.
- Contextualizes, translates, and integrates messages from various sources to develop new messages/materials.

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](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: [https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](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.**