



NOTICE OF VACANT POSITION

Date of Publication: 22 May 2023

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 II
Status of Engagement	:	Project-based
Position Code	:	2023-CICA-Comp2-AV-00003
Salary	:	P 40,290.00 Salary Grade 15
Assignment	:	Communication Resources and Production Division Audio Visual Section
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's degree relevant to the job, preferably in Mass Communication, Communication Arts, Multi-media Arts, Information Technology or any related course.
Experience	Minimum of one (1) year related work experience preferably in script writing, social media content development, digital audio/video graphics, photo/video editing, animation and special effects etc.
Training	At least eight (8) hours relevant training
Eligibility	None required

Position/Job Description

- Uploading / updating materials to the Digital Assets Management System (DAMS)
- Designing and creating AV materials, assist in packaging photo and video assets, meta data and content development.

- Checking / evaluating AV materials production processes and designs as to suitability of the message to channels, target audiences and overall objective, proposing modifications as needed.
- Designs and implements a system for maintaining AV files using best practices and taking into consideration DOST-STII policies on records retention.

Additional Qualification/s:

- Average written and oral communication skills
- Able to work with less supervision and has initiative
- With skill in research
- Possess good time management skills
- Broadcast production management is a plus
- Demonstrates basic skill in photography, videography and audio/sound editing.

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

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 Training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR or Individual Performance Evaluation
9. Certificates of Award

**The deadline for the submission of applications is on May 31, 2023.
Only shortlisted applicants with complete documents will be notified.**