



NOTICE OF VACANT POSITION

Date of Publication: 23 April 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 : **SCIENCE RESEARCH SPECIALIST II**
Status of Engagement : Permanent
Position Code : STIIB-SRAS2-5-1998
Salary : P 39,672.00
 Salary Grade 16
Assignment : Communication Resources and Production Division –
 Creative Services and Design Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's Degree relevant to the job.
Experience	At least 1 year of relevant experience
Training	At least 4 hours of relevant training
Eligibility	CSC Second Level Eligibility, PD 907 or RA 1080
Additional Qualification/s:	Proven track record in the following fields: 1. Content Development 2. Information, Education, and Communications (IEC) Materials Development 3. Photography 4. Public Information Management 5. Attention to Detail 6. Time Management 7. Mathematical Proficiency 8. Computer Literacy 9. Project Management

Position/Job Description

- Supports the conceptualization of the design of publication and promotional materials aligned to the design concepts to the agreed purpose and context;

applying / prioritizing design principles and elements according to the media platform and target audience; incorporating own design characteristics that are suitable to the visual motifs, concepts, style, message, and context; and coordinating with clients throughout the process.

- Creates various page layout/layout options for assigned publication and promotional materials with the use of application software like InDesign, Illustrator, Photoshop, making sure that the layout is based on the agreed over-all design, approach, and standards, and the type of publication and media. Revises and finalizes layouts in coordination with clients and superiors
- Checks, evaluates, endorses/approves the printing and production of publication and promotional materials, making sure that all procedures and materials conform to DOST Corporate Identity Manual/branding guidelines and meet required quality standards
- Collaborates with Content Development and Editorial Section and AV Section to produce publications that effectively achieve the communication goals of DOST-STII in terms of target audience, design, layout texts, and channels
- Retouches/edits/manipulates photos using photo editing software to check and fine-tune image resolution, tone, contrast, and color and to ensure that the photo standards for screen use or for press printing are adhered to.
- Maintains and preserves the physical state of photographs so they remain usable and protected from various risks and ensures their easy access and retrieval by storing and archiving them in DVDs/external hard drives/FB-AV account; by making recommendations for indexing and classifying them, including retention and disposal guidelines; and by keeping updated with the latest trends in preserving and documenting such files.
- Recognizes what S&T information is needed by, suitable and relevant to different set of audiences/publics, and designs and packages materials that are appealing and easily understood by the target audience
- Prepares and converts S&T publication and promotional materials into digital copies by checking relevance to DOST-STII stakeholders and clients and ensures compliance with public information plan/ strategy
- Uploads S&T publications and promotional materials to the DOST-STII website and ensuring compliance with the public information plan/ campaign, established standards, protocols, authorizations and regulations

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. Certificate of Eligibility / RA 1080 / PD 907
9. IPCR for year 2023
10. Certificates of Awards (if applicable)

**The deadline for the submission of applications is on May 8, 2024.
Only shortlisted applicants with complete documents will be notified.**