



NOTICE OF VACANT POSITION

Date of Publication: 09 October 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 : **Science Research Analyst**
Status of Engagement : Contract of Service
Position Code : 2023-STII-GAA-SRA-008
Salary : P 28,652.40
Salary Grade 11
Assignment : Information Resources and Analysis Division
Documentation Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	None required

Position/Job Description

- Prepares monthly summary report on online queries in DOST Infoserbilis and DOST Philippines Facel
- Assists in updating database records of DOST Inforserbilis FAQs;
- Assists in encoding science news in science.ph;
- Assists in designing social media collaterals such as infographics, short video clips, and other digital communication media;
- Performs administrative functions assigned by the Division Chief; and
- Performs other duties as assigned.

Additional Qualification/s:

- Preferably librarian (with or without PRC license)

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

**The deadline for the submission of applications is on October 18, 2023.
Only shortlisted applicants with complete documents will be notified.**