

## For Immediate Hiring

The **Office of the Executive Director – Information Group (OED-IG)** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail oriented and resourceful individual to fill the vacancy for:

### **Three (3) Science Research Specialist I Contract of Service SG 13 (Php 29,068.80/mo)**

#### **Qualification:**

- Civil Service Eligible- Professional or PRC Registered (without this eligibility, application will not be processed)
- BS degree holder in Communications, Development Communication, Multi-Media or related fields
- At least one (1) year of experience in effective social media management (all platforms)
- With at least 8 hours of relevant training
- With excellent and creative writing/editing, video development & website content management
- With knowledge and experience in corporate and science communication
- With an ability to conceptualize and manage exhibits and other promotional/marketing events
- Experience in project management and planning is an advantage
- Must be a team-player, with good working attitude, commitment and dedication

#### **Job Description:**

- Prepare press releases on PCIEERD activities and projects including flyers or brochures;
- Assist in the preparation of video features, graphics and other promotional posts for PCIEERD social media pages;
- Assist in the preparation of exhibit concepts, posters and in other related activities of the Information Group;
- Lead and/or assist in PCIEERD activities;
- Sort, file and organize documents, and keep records of the Information Group; and
- Perform other duties and functions as assigned.

PCIEERD encourages interested applicants including persons with disability, members of the indigenous communities and any sexual orientation and gender identities to submit their *application letter, resume or PDS, and other relevant documents* to [pcieerdhr02@gmail.com](mailto:pcieerdhr02@gmail.com) on or before **February 15, 2019**. Please indicate the position (SRS I) and division (OED-IG) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.

