



NOTICE OF VACANT POSITION

As of OCTOBER 10, 2017

Research Information, Communication and Utilization Division

Three (3) Information Officers I (Contractual)

I. One (1) Information Officer I (Contractual)

Preferred Qualifications/Attributes

1. Possesses at least a Bachelor's Degree in Marketing/Arts/Design/Creative Multimedia/Mass Communications/Development Communication or equivalent
2. At least a year of working experience in the related field
3. Familiar with the latest updates on SEO, SEM, email, advertising campaigns, and social media trends
4. Knowledgeable in Adobe Photoshop, Illustrator / Premiere / After Effects / CAD, and 3D Graphic Design
5. Can work under pressure and in minimal supervision
6. Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the Communication Unit of the Council
2. Conceptualizes, develops and implements promotional materials such as videos, animations, documentaries, etc.
3. Assists in the development of content of PCHRD Social Media pages
4. Assists in the implementation of promotional strategies, marketing communications, and public relation activities
5. Incorporates and ensures brand consistency of the Council
6. Analyzes social media and websites activity reports to continuously improve the visibility of the Council
7. Performs other duties and functions assigned from time to time

II. Two (2) Information Officers I (Contractual)

Preferred Qualifications/Attributes

1. Candidates must be a graduate of any communication courses
2. A strong interest in health science
3. Ability to think logically and understand complex ideas and data
4. Good organizational, time management, and presentation skills
5. Must be well-versed in MS Office Applications (Word, Excel, Powerpoint)
6. Proficient in both oral and written communications
7. With good interpersonal skill, work attitude and moral character
8. Can work with less supervision

7/12/2017

Duties and Responsibilities

1. Produce articles for publication in print and online
2. Write and proofread content, press release and other types of content as needed
3. Cover health research events
4. Organize press conference
5. Produce and execute communication campaigns
6. Develop and execute fresh content that drive brand awareness
7. Perform other activities assigned by supervisor

Qualified applicants may file their application together with the following documents at PCHRD - Human Resource Management Section or email at pchrd.fad.hr@gmail.com, deadline of submission is on or before Oct 24, 2017 :

- Fully accomplished Personal Data Sheet with Picture
- Photocopy of Transcript of Records and Diploma
- Photocopy of Training/seminars attended
- Photocopy of Certificate of Eligibility/Board Exam Results
- Photocopy of Service Record/Certificate of Work Experience
- Photocopy of Performance Evaluation for the last two (2) rating periods or its equivalent.
- Application letter addressed to :

DR. JAIME C. MONTOYA
Executive Director
Philippine Council for Health Research and Development-DOST
3rd Floor DOST Building, General Santos Avenue,
Bicutan, Taguig City

Note: Only applicants with complete requirements will be screened.

Jaime C. M.
JAIME C. MONTOYA, MD, MSc, PhD, CESO III
Executive Director

x [Signature]

Date Posted: *Oct 10, 2017*

