



Information Officer II

Salary Grade: 15

Item Number: PHILSAB-INFO2-23-2020

Division: Public Relations and Information Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Conduct research on current trends in the production of effective publicity materials;
- 2) Monitor effectiveness of the Agency's publications, projects, and services;
- 3) Conduct surveys whenever necessary;
- 4) Participate in exhibits whenever necessary;
- 5) Ensure availability of logistics in time for the events; and
- 6) Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational Background: Mass Communication, Advertising or Public Relations

Experience: Market Research, Corporate Communication, Event Coordination

Competencies: Communication, Teamwork, Digital Technology, Problem-Solving, Critical Thinking



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

https://bit.ly/INFO2_23