



## Information Officer II

Salary Grade: 15

Item Number: PHILSAB-INFO2-24-2020

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 the latest trends and other effective ways of developing multimedia content for the website and social networking sites of the Agency;
- 2) Draft news, editorial, and feature stories of the Agency;
- 3) Assist in maintaining and managing the public facing pages of the Agency's website and social networking sites;
- 4) Create multimedia rendition on results of R&D activities and promote the utilization thereof; and
- 5) 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:

- Bachelor's Degree on Journalism, Mass Communication, Advertising or Public Relations, Multimedia Studies

### Experience Background:

- Journalism, Multimedia Content Production, Market Research, Corporate Communication and Public Relations

### 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

[bit.ly/INFO2-24](https://bit.ly/INFO2-24)