



## 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 media platforms of the Agency;
- 2) Participate in exhibits/ events whenever necessary;
- 3) Produce and edit various multimedia assets, designs, and layouts;
- 4) 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, Public Relations, Multimedia Arts

#### Competencies:

- Proficient in multimedia applications
- Videography and photography skills
- Intermediate creative writing or copywriting skills
- Written and oral communication
- Must be digital savvy
- Teamwork
- Problem-solving
- Critical thinking



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