

Republic of the Philippines Office of the President

Philippine Space Agency



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 4 hours of relevant training 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;
- 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



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

https://bit.ly/INFO2 24

Office Address: 29th Floor, Cyber One Building, 11 Eastwood Ave.

Bagumbayan Quezon City Telephone No: (+632) 856 899 31 Email: odg@philsa.gov.ph

philsa.gov.ph Facebook: Philippine Space Agency @PhilSpaceAgency

Twitter: Instagram: @philspaceagency
LinkedIn: Philippine Space Agency

Website: