



Project Technical Assistant II (Information Specialist)

Status: Contract of Service

Monthly Salary: Php 32,400.00 (*inclusive of 20% premium*)

Item Code: COS-PTA2-133

Division: Public Relations and Information Division

Minimum Qualification:

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: None required

Duties and Responsibilities:

- 1) Assist with the coordination and provision of support during events;
- 2) Assist in the promotion of the Agency's print and multimedia communication products;
- 3) Assist in the development of content and preparation of publication materials and other multimedia assets;
- 4) Conduct research on trends in the production of effective publicity materials;
- 5) Collaborate with various stakeholders; 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:

- Graduate of multimedia arts, mass communication, or any similar courses

Competencies:

- Proficient in Adobe Creative applications, Canva, WordPress, MS Office and Office 365 Applications;
- Video editing, photo editing, and basic sound editing skills;
- Photography skills;
- Must be digital savvy;
- Basic project management skills;
- Must have excellent communication skills, teamwork, problem solving, and critical thinking skills;
- Must have attention to detail and can work with minimal supervision;
- Ability to prepare analysis reports and prepare insights based on data.



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