ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE
PUBLICATION OF VACANT POSITION

POSITION	:	Project Technical Specialist III (Project Information Officer)
SALARY GRADE	:	SG 18
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Computer Software Division
JOB QUALIFICATION	:	N/A
Education	:	Bachelor's degree or higher in Communications, Journalism, Public Relations, Information Science, Computer Science, or a related field, with experience in technical writing, AI-related communication, and public outreach.
Experience	:	1 years of relevant experience in science communication, public relations, technical writing, or knowledge management. Experience in communicating technical concepts to both technical and non-technical audiences.
Training	:	4 hours of relevant training in technical writing, AI communication, public relations, or media engagement.
Eligibility	:	None required
Other Requirements	:	

- Technical & Communication Skills:
    - Strong written and verbal communication skills, capable of crafting engaging narratives about AI and technology.
    - Experience in technical writing, content creation, and science communication.
    - Ability to translate complex AI and machine learning concepts into understandable information for different audiences, including government agencies, industry stakeholders, and the general public.
    - Familiarity with AI and data science concepts, ensuring accurate and responsible reporting of AI-driven initiatives.
    - Strong editing and proofreading skills, ensuring clarity and accuracy in official documents, reports, and presentations.
    - Knowledge of social media management, website content management, and digital marketing is a plus.
- Public Relations & Stakeholder Engagement:
    - Ability to coordinate with government agencies, research institutions, and media organizations to promote DOST-NAIRA's initiatives.
    - Experience in writing press releases, newsletters, blog articles, and research highlights.
    - Comfortable interfacing with stakeholders, organizing public events, and facilitating knowledge-sharing initiatives.
    - Ability to create promotional materials (brochures, infographics, presentations) to disseminate project outputs effectively.
- Soft Skills & Collaboration:
    - Ability to work effectively with researchers, engineers, and policymakers to ensure project information is accurately conveyed.
    - Self-motivated, with excellent organizational skills and attention to detail.
    - Strong time management skills, capable of handling multiple communication tasks while meeting deadlines.

RESPONSIBILITIES:
- Under the supervision of the Project Leader, HE/SHE shall perform the following:

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Technical Writing & Documentation Development
- Author, maintain, and oversee high-quality technical documentation, including research monographs, policy white papers, system architecture specifications, and institutional deliverables aligned with DOST-NAIRA's AI and data science mandates.
- Engineer and format structured documentation for varied audiences and outputs (e.g., implementation manuals, operational guides, technical concept notes) utilizing industry-standard documentation platforms and markup languages (e.g., LaTeX, Markdown).
- Implement rigorous editorial and QA protocols to ensure terminological precision, semantic coherence, and compliance with accessibility and documentation standards.

Science & Technology Communication
- Translate complex AI research outputs and technical artifacts into policy-relevant, lay-accessible content for briefings, public communications, and inter-agency reports.
- Develop and deploy strategic science communication products—including narratives of impact, data visualizations, and analytical features—to advance public understanding of DOST-NAIRA programs.
- Design editorial workflows and thematic content strategies for outreach campaigns, including serialized blog features, policy explainer series, and stakeholder-targeted communication tracks.

Stakeholder Coordination & Events Management:
- Facilitate multi-sectoral technical dialogues by interfacing with stakeholders from government, academia, and industry to harmonize messaging with project workstreams and research objectives.
- Provide domain-informed coordination and logistical support for technical convenings such as AI symposia, policy roundtables, and training sessions on emerging technologies.
- Prepare and vet technically substantive presentation materials, briefing kits, and reference decks tailored for executive-level dissemination and project alignment.

Digital Infrastructure & Knowledge Management
- Manage enterprise-level content management systems (CMS) and federated digital knowledge repositories to ensure structured access and discoverability of datasets, publications, and internal research assets.
- Define and implement metadata schemas, controlled vocabularies, and taxonomy frameworks to optimize retrieval, interoperability, and semantic classification of documentation.
- Enforce compliance with institutional data governance policies, including the application of version control protocols (e.g., Git), archival standards, and tiered access mechanisms for technical records.

Research & Policy Monitoring
- Conduct horizon scanning, foresight analysis, and comparative assessments of global and regional developments in AI ethics, regulatory frameworks, and science policy.
- Distill actionable intelligence into analytical memos, position papers, and advisory briefs to support strategic alignment, policy co-development, and evidence-informed decision-making across DOST-NAIRA initiatives.

APPLICATION:

Interested candidates are required to submit a detailed CV, a cover letter expressing interest and fit for the role, and copies of relevant publications or research papers. Applications should be directed to vanesa@asti.dost.gov.ph, **elmer@asti.dost.gov.ph cc careers@asti.dost.gov.ph** by **27 May 2025** along with the following:

1. Application form: https://forms.office.com/r/K5QXVmZzGx
2. Updated Personal Data Sheet;
3. Updated Curriculum Vitae;
4. Diploma and TOR;
5. Certificate/s of employment; and
6. Training certificate/s.

APPLICATION DEADLINE: 27 May 2025
----------***Nothing Follows*****----------**