



## ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

### PUBLICATION OF VACANT POSITION

<b>POSITION</b>	:	Project Technical Specialist III (Project Information Officer)
<b>SALARY GRADE</b>	:	SG 18
<b>NO. OF POSITIONS AVAILABLE</b>	:	1
<b>LOCATION</b>	:	Computer Software Division
<b>JOB QUALIFICATION</b>	:	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	:	2 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	:	8 hours of relevant training in technical writing, AI communication, public relations, or media engagement.
Eligibility	:	None required
Other Requirements	:	<ul style="list-style-type: none"><li>• <b>Technical &amp; Communication Skills:</b><ul style="list-style-type: none"><li>◦ Strong written and verbal communication skills, capable of crafting engaging narratives about AI and technology.</li><li>◦ Experience in technical writing, content creation, and science communication.</li><li>◦ Ability to translate complex AI and machine learning concepts into understandable information for different audiences, including government agencies, industry stakeholders, and the general public.</li><li>◦ Familiarity with AI and data science concepts, ensuring accurate and responsible reporting of AI-driven initiatives.</li><li>◦ Strong editing and proofreading skills, ensuring clarity and accuracy in official documents, reports, and presentations.</li><li>◦ Knowledge of social media management, website content management, and digital marketing is a plus.</li></ul></li><li>• <b>Public Relations &amp; Stakeholder Engagement:</b><ul style="list-style-type: none"><li>◦ Ability to coordinate with government agencies, research institutions, and media organizations to promote DOST-NAIRA's initiatives.</li><li>◦ Experience in writing press releases, newsletters, blog articles, and research highlights.</li><li>◦ Comfortable interfacing with stakeholders, organizing public events, and facilitating knowledge-sharing initiatives.</li><li>◦ Ability to create promotional materials (brochures, infographics, presentations) to disseminate project outputs effectively.</li></ul></li><li>• <b>Soft Skills &amp; Collaboration:</b><ul style="list-style-type: none"><li>◦ Ability to work effectively with researchers, engineers, and policymakers to ensure project information is accurately conveyed.</li><li>◦ Self-motivated, with excellent organizational skills and attention to detail.</li><li>◦ Strong time management skills, capable of handling multiple communication tasks while meeting deadlines.</li></ul></li></ul>

#### RESPONSIBILITIES:

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

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101  
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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.

### 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.osiana@asti.dost.gov.ph](mailto:vanesa.osiana@asti.dost.gov.ph), [daphne.padilla@asti.dost.gov.ph](mailto:daphne.padilla@asti.dost.gov.ph), cc [careers@asti.dost.gov.ph](mailto:careers@asti.dost.gov.ph) by **27 June 2025** along with the following:

APPLICATION: <https://forms.office.com/r/K5QXVmZzGx>

1. Updated Personal Data Sheet;
2. Updated Curriculum Vitae;
3. Diploma and TOR;
4. Certificate/s of employment; and
5. Training certificate/s.

**APPLICATION DEADLINE: 27 June 2025**

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