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:

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101
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Under the supervision of the Project Leader, HE/SHE shall perform the following:

- Technical Writing & Content Development:
  - Draft, edit, and maintain technical reports, research summaries, policy briefs, and official documentation related to DOST-NAIRA.
  - Develop public-facing materials (brochures, infographics, blogs) to highlight project achievements and objectives.
  - Ensure the accuracy, consistency, and accessibility of all project-related publications.
- Science Communication & Public Engagement:
  - Simplify AI and technical content for government agencies, stakeholders, and the general public.
  - Prepare press releases, news articles, and blog posts showcasing DOST-NAIRA's impact.
  - Manage the project's social media presence, ensuring effective outreach and audience engagement.
- Stakeholder Coordination & Events Management:
  - Coordinate with government agencies, private sector partners, and academic institutions to facilitate project collaborations.
  - Assist in organizing workshops, training programs, conferences, and public events related to AI and data science.
  - Develop talking points, presentations, and briefing materials for project representatives.
- Website & Knowledge Management:
  - Oversee the maintenance of project websites, online knowledge repositories, and document archives.
  - Ensure public accessibility to key information while maintaining compliance with data privacy policies.
- Other Tasks as Assigned:
  - Assist in project management activities, supporting administrative and reporting requirements.
  - Stay updated on trends in AI policy, science communication, and technology reporting.

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 the **elmer@asti.dost.gov.ph** by **15 April 2025** along with the following:

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:

----------*****Nothing Follows*****----------