



## ANNOUNCEMENT OF VACANT POSITION

The **DOST- Food and Nutrition Research Institute (DOST-FNRI)** is in need of highly competent staff, with high potential to occupy the following vacant position:

### I. TECHNOLOGY DIFFUSION AND S&T SERVICES DIVISION

#### 1. One Senior Science Research Specialist

**Salary Grade: 19**

**Basic Salary: Php 51, 357.00/ month**

**Item No.: FNRIB-SRSRS-27-1998**

Minimum Qualification Requirements:		
<b>Education</b>	:	Bachelor's degree relevant to the job
<b>Experience</b>	:	2 years of relevant experience
<b>Training</b>	:	8 hours of relevant training
<b>Eligibility</b>	:	Career Service (Professional) / Second-Level Eligibility

#### Preferred Qualifications/ Attributes:

- Preferably a graduate of Development Communication, Mass Communication, Communication Arts, Communication, Marketing, and Advertising courses.
- With MS or MA in said courses will be an advantage.
- With Comprehensive portfolio or proof of work outputs.

#### Brief functions of the position:

- Leads in the preparation, approval, implementation, and monitoring of the Work and Financial Plan of the Food and Nutrition Marketing Unit (FNMU)
- Leads in the preparation, approval, implementation, updating or revision, and monitoring of the Strategic Communication Plan of the DOST-FRI
- Supervises and assists in the preparation, approval, implementation, and monitoring of the Work and Financial Plan of the Food and Nutrition Information Station (FIRSt), including the Nutrition Research Information Network (NUTRINET)
- Leads in the conduct of marketing initiatives (media interviews, media relations, F&N Talks, Reaching-out Sessions, Bringing in Resources for Everyone's Agenda on Kalusugan [BREAK], Nutrition Communication Network [NUTRICOMNET], special events, launches, pressers)
- Prepares media releases, infobits, messages, scripts, storyboards, interview guide questions, and other write-ups
- Prepares marketing and promotion collaterals, AVs, social media postings (art cards and infographics)
- Serves as first level editor of write-ups, collaterals, correspondences, and other documents
- Prepares and submits project proposals for internal and external funding
- Prepares manuscripts for possible publication in reputable and refereed science or communication journals

- Manages the DOST-FRI Writers Pool and Speakers Bureau, including regular training-workshops
- Performs duties as Principal Representative of the DOST-FNRI to the DOST Media Core, DOST R&D Coms Team, and DOST InfoSerbilis
- Manages the preparations and participation in S&T and F&N exhibits
- Performs duties as Principal Representative of the DOST-FRI to the DOST National Science & Technology Week (NSTW) Steering Committee, NSTW Tech Fair Task Force particularly the Health Cluster, National Biotech Week (NBW), Handa Pilipinas DRM Expo, National Youth S&T Festival (NYSTIF), DTI Trade Fairs, and other special exhibits
- Performs duties as Chair of the Publicity and Promotion Committee of the DOST-FRI Seminar Series
- Provides promotional assistance to other TDSTSD units, other FNRI divisions, and relevant FNRI and DOST committees
- Performs other duties assigned by supervisors

**DOST-FNRI highly encourages all interested and qualified applicants including Persons with Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply for the abovementioned vacant positions.**

Qualified and interested applicants must submit the following documents not later than June 10, 2024:

1. Letter of application addressed to:  
**ATTY. LUCIEDEN G. RAZ**  
Deputy Director/ Director III  
Officer-in-Charge, Office of the Director  
Department of Science and Technology - Food and Nutrition Research Institute,  
Bicutan, Taguig City, Metro Manila  
  
(Indicate the position applied for and the item no.)  
**NOTE:** (DOST-FNRI Applicants who are applying for the vacant positions outside their Division, shall secure the signature of his/her Division Chief, for proper notification on their letter of application)
2. Personal Data Sheet (PDS) **(Please read carefully and follow the instructions)**  
You may download PDS at this link <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
3. Accomplished Work Experience Sheet;
4. Performance Rating for the last rating period
5. Photocopy of certificate of eligibility/ Board Rating & License ID;
6. Photocopy of Transcript of Records and Diploma
7. Photocopy of training/seminars attended/ Awards (kindly arrange it in chronological order);
8. Photocopy of Service Record/ Certificate of Work Experience (Indicate actual duties and responsibilities; and
9. I.D. Picture (2 pcs) - passport size with name tag

**QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

**ATTY. LUCIEDEN G. RAZ**

Deputy Director/ Director III

Officer-in-Charge, Office of the Director

Thru


**Ms. REMEA V. ESTRELLA**

Human Resource Management Section

Department of Science and Technology - Food and Nutrition Research Institute

**Email:** [dostfnri.hrms2@gmail.com](mailto:dostfnri.hrms2@gmail.com) or [fnri.careers@gmail.com](mailto:fnri.careers@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

  
**ATTY. LUCIEDEN G. RAZ**  
Deputy Director/ Director III  
Officer-in-Charge, Office of the Director

**Date Posted:** May 24, 2024