

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS - Contract of Service Workers  
Censuses and Technical Coordination Office-Information Technology and Dissemination Service-Knowledge Management and Communications Division (CTCO-ITDS-KMCD)

Posting Period: 18 APR 2022 to 28 APR 2022

NO.	POSITION TITLE	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS			COMPENSATION		REMARKS	
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH		(PLUS UP TO 20% PREMIUM)
<b>TOTAL</b>			<b>3</b>								
1	<b>Information Officer I (For media relations)</b>  - Writes press release/news articles and prepare information advisories for distribution and Web/FB posting;  - Prepares Guidelines, Concept Notes, Special Orders, Memorandum Circulars, and related correspondence;  - Drafts speeches of PSA officials and assist them during media interviews;  - Prepares communications in respond to media issues and media inquiries;  - Coordinates and assist PSA-SMDs in the conduct of media briefing/press conferences and other IEC activities and events; and  - Assists in the preparation of communication and publicity plan including writing scripts for video production.	11	1	CTCO-ITDS-KMCD	Preferably Mass Communication graduate or Degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	<ul style="list-style-type: none"> <li>• Experience in information, education and communication campaign is an advantage</li> <li>• Good interpersonal skills and working attitude: interact with people regularly, from the media to the public and government officials.</li> <li>• Good moral and work ethics.</li> <li>• Communication and technical skills: Must be able to write compelling, concise press releases and speeches and must have knowledge and experience in video production, website development and maintenance, and social media platform content development.</li> </ul>
2	<b>Information Officer I (For online/website dissemination)</b>  - Assists in the development and maintenance of the PSA website and provide assistance to content manager;  - Updates the website and other online dissemination systems.  - Assists in the formulation and implementation of website policies and other online dissemination processes;  - Backups all website and other online dissemination systems files and databases; and  - Prepares website analytics report.	11	1	CTCO-ITDS-KMCD	Preferably Mass Communication graduate or Degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	<ul style="list-style-type: none"> <li>• Experience in information, education and communication campaign is an advantage</li> <li>• Good interpersonal skills and working attitude: interact with people regularly, from the media to the public and government officials.</li> <li>• Good moral and work ethics.</li> <li>• Communication and technical skills: Must be able to write compelling, concise press releases and speeches and must have knowledge and experience in video production, website development and maintenance, and social media platform content development.</li> </ul>

*aw*

**PHILIPPINE STATISTICS AUTHORITY**  
**LIST OF VACANT POSITIONS - Contract of Service Workers**  
**Censuses and Technical Coordination Office-Information Technology and Dissemination Service-Knowledge Management and Communications Division (CTCO-ITDS-KMCD)**

Posting Period: 18 APR 2022 to 28 APR 2022

NO.	POSITION TITLE	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
3	<b>Information Officer I (For social media platform)</b>  - Works closely with the social media team to create engaging content for PSA's social media channels including Facebook, Twitter, You Tube and other relevant platforms;  - Assists in the preparation of social media cards and other IEC materials including AVPs;  - Assists in keeping PSA social media platforms updated and brand-focused, and in seeking out new social media avenues. and ways of connecting with audiences;  - Assists in the creation of dynamic written, graphic, and video content that promotes audience interaction, increases audience presence, and encourages audience participation; and  - Assists in the analysis and reports audience information and demographics, and propose new ideas and concepts for social media content.	11	1	CTCO-ITDS-KMCD	Preferably Mass Communication graduate or Degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	<ul style="list-style-type: none"> <li>• Experience in information, education and communication campaign is an advantage</li> <li>• Good interpersonal skills and working attitude: interact with people regularly, from the media to the public and government officials.</li> <li>• Good moral and work ethics.</li> <li>• Communication and technical skills: Must be able to write compelling, concise press releases and speeches and must have knowledge and experience in video production, website development and maintenance, and social media platform content development.</li> </ul>

*ca*