



## For Immediate Hiring

The **Office of the Deputy Executive Director – Information Group (ODED-IG)** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail-oriented, and resourceful individual to fill the vacancy for:

### **(2) On-the-Job Trainees Information Group - Social Media**

#### **Qualifications:**

- Major in Multimedia Arts, Advertising, Mass Communication, or other related courses;
- With excellent interpersonal, communication, and coordination skills;
- Able to multi-task and can work under pressure with minimum supervision.

#### **Job Description:**

- Assists in the conceptualization and production of advertising and promotional materials;
- Creates graphic representations of data and translate research results into easy-to-understand content;
- Assists in the monitoring and scheduling social media posts across all channels;
- Assists in responding to public inquiries across all channels;
- Monitors social media trends and suggest creative ideas to enhance digital strategy;
- Assists in updating social media databases; and
- Should have knowledge and experience in graphics design and editing.

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to [hr@pcieerd.dost.gov.ph](mailto:hr@pcieerd.dost.gov.ph) on or before **April 01, 2024**;

- Memorandum of Agreement;
- Medical Certificate and Vaccination Card;
- Updated Resume; and
- Endorsement Letter addressed to:

DR. ENRICO C. PARINGIT  
Executive Director

Please indicate the position and division (**On-the-Job Trainee-OED-IG-Social Media**) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail, and keep your lines open. ***Applications with incomplete documents will not be processed.***

