



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:

(3) On-the-Job Trainees Information Group - Social Media

Qualifications:

- Major in Mass Communication, Journalism, Development Communication and/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:

- Researches and coordinates with project managers and other researchers;
- Collaborates with other teams in the Information Group;
- Writes PRs and simple speeches, editing, and proofreading;

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 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**) 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.**