

Philippine Institute for Development Studies

18th Floor, Three Cyberpod Centris-North Tower
EDSA cor. Quezon Ave., Quezon City

EMPLOYMENT NOTICE

The Philippine Institute for Development Studies (PIDS), a non-stock, non-profit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the position of **One (1) Division Chief III (Publication & Circulation Division) Item No. RID 03** with the following qualifications:

- Master's Degree relevant to the job;
- Four (4) years supervisory/management experience;
- Forty (40) hours supervisory/management training taken within the last five (5) years;
- Eligibility: Career Service (Professional) Second Level Eligibility / PD 907 (Honor Graduate Eligibility)
- Desirable Qualifications:
 1. *Master's Degree preferably in Development Communication, Journalism, or related fields;*
 2. *At least five years' experience in supervising a publications program;*
 3. *Thorough knowledge and experience of print publishing from preproduction to post production, including distribution and marketing;*
 4. *Preferably with knowledge of electronic publishing, including relevant applications;*
 5. *Highly skilled in editing and proofreading, with good eye for accuracy, brevity and coherence;*
 6. *With excellent writing skills; able to transform technical reports and studies into different formats that clearly explain their essence and objective;*
 7. *Able to plan the contents of publications according to the Institute's publication style, editorial policy and publishing requirements; and*
 8. *Experienced in managing in-house and external editors, writers, and layout designers, and in coordinating with printing companies.*

The position is Salary Grade (SG-24) at P 64,416.00 per month and the nature of appointment is Permanent. Interested parties shall forward their curriculum vitae, transcript of grades or true copy of grades, Personal Data Sheet, copy of Civil Service Certificate of Eligibility, information sheet, and three (3) character references. We will appreciate if applications are sent thru e-mail at gremorin@mail.pids.gov.ph. Otherwise, please send the requirements indicated above to the following address not later than **May 31, 2017**:

Administrative Officer IV
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