

NOTICE OF CONTRACT OF SERVICE VACANCY February 10, 2025

Position Title : **One (1) Information Officer II - Contract of Service**

Contract Duration : **Actual Start Date until March 31, 2025**

Salary : **PHP 46,095.60 per month**

Project : **PIDS In-house Project titled “Maximizing Policy Research Reach and Engagement through Greater Accessibility and Visibility”**

Qualifications:

- Bachelor’s Degree in Development Communication, Journalism, Library and Information Science, or other related courses
- Four (4) hours of relevant training in items related to the scope of work
- At least one (1) year of experience in publication production or online publishing

Scope of Work:

The IO II will work under the RID Department Manager, with operational supervision from the RID-PCD Chief. His/her main tasks will complement those of the Department’s publications and research dissemination initiatives. Details of the job description are as follows:

a. Database encoding and maintenance

- Assist in registering PIDS publications and assigning DOIs via Crossref.
- Ensure accurate preparation and submission of metadata (e.g., titles, authors, publication dates, ISSN/ISBN, URLs).
- Regularly monitor DOI submission statuses and address any issues.
- Maintain and clean the SERP-P database by verifying entries, removing duplicates, and encoding missing metadata.
- Identify and flag broken publication links for resolution by SERP-P coordinators.
- Provide documentation and training for staff on managing DOI registrations.

b. Publications support

- Write, proofread, and edit research publications for accuracy and clarity.
- Assist in layout design for discussion papers, policy notes, and other publications.
- Assist in ensuring timely production of publications by monitoring workflow and schedules.
- Assist in tracking citations of PIDS publications and generating reports on their reach and impact.

c. Administrative support

- Update the list of PIDS publication recipients to ensure timely and accurate dissemination.

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- Maintain and update the PIDS contacts database, including experts and resource persons.
- Support the organization of knowledge-sharing events like seminars, exhibits, etc.

d. Other tasks

- Perform other tasks as assigned by the Department Manager.
- Collaborate on special projects that enhance the accessibility and visibility of PIDS publications.

Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC
- Optional
3. Performance Evaluation from the last rating period
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates
7. Transcript of Records
8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <https://recruitment.pids.gov.ph/>. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : February 17, 2025