

PIA Job Announcements

PIA Vacant Positions in Central Office

15 September 2011. The Philippine Information Agency (PIA) announces the opening of vacant positions ready for filling up for its central office. Below is the list of vacant positions together with the qualification standards for each position.

All interested applicants are requested to immediately submit their letters of application, Personal Data Sheet, Certificate of Eligibility, Certificates of Training and Seminars and other relevant documents to **Personnel Section**, Administrative Division, 2nd Floor, PIA Bldg., Visayas Avenue, Quezon City on or before deadline for the early processing of applications.

Deadline of submission is extended up to 23 September 2011 at 6 pm.

For further information, please contact Ms. Eufrocenia D. Gornez, Personnel Section at tel. no. 920-3970; zenypersonnel@yahoo.com.

Position:	SUPERVISING ADMINISTRATIVE OFFICER
Place of Assignment:	Administrative Division
Salary Grade:	SG-22
Item Number:	PIAB-SADOF-55-2005
Qualification Standards:	Education: Bachelor's degree preferably Civil or Mechanical Engineering Experience: 3 years of relevant experience Training: 16 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Computer literate; knowledge in building and grounds maintenance operation
Position:	ADMINISTRATIVE ASSISTANT III
Place of Assignment:	Administrative Division
Salary Grade:	SG-9
Item Number:	PIAB-ADAS3-14-2008
Qualification Standards:	Education: Completion of two-year studies in College or High School graduate with relevant vocational/trade course Experience: 1 year of relevant experience Training: 4 hours of relevant training
Eligibility:	Career Service (Sub-professional)/First Level Eligibility
Special Skills:	Computer literate; operation of basic office equipment (fax, duplicating and binding machine); knowledge on IT and building construction.
Position:	ADMINISTRATIVE AIDE VI
Place of Assignment:	Administrative Division
Salary Grade:	SG-6
Item Number:	PIAB-ADA6-15-2008
Qualification Standards:	Education: High School graduate or completion of relevant vocational/trade course Experience: none required Training: none required
Eligibility:	Relevant MC 11, s. 1996
Special Skills:	Has a working knowledge in administrative work; Computer literate; operation of basic office equipment (fax, duplicating and binding machine)

Position:	ADMINISTRATIVE OFFICER II
Place of Assignment:	Finance and Management Division
Salary Grade:	SG-11
Item Number:	PIAB-ADOF2-64-2005
Qualification Standards:	Education: Bachelor's degree preferably in Accounting Experience: none required Training: none required
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Computer literate; advanced knowledge in the application of MS Excel; knowledge in the preparation of budget proposal
Position:	INFORMATION OFFICER III
Place of Assignment:	Program Management Division
Salary Grade:	SG-18
Item Number:	PIAB-INFO3-10-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: 2 years of relevant experience (public press/relations work and media coverages of national and local events). Training: 8 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Proficient writer of news and feature articles for print and broadcast; proficient in the formulation of communication plans on development programs; proficient in MS word, excel, powerpoint presentation applications
Position:	INFORMATION OFFICER III
Place of Assignment:	Program Management Division
Salary Grade:	SG-18
Item Number:	PIAB-INFO3-23-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: 2 years of relevant experience (public press/relations work and media coverages of national and local events). Training: 8 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Proficient writer of news and feature articles for print and broadcast; proficient in the formulation of communication plans on development programs; proficient in MS word, excel, powerpoint presentation applications
Position:	INFORMATION OFFICER I
Place of Assignment:	Program Management Division
Salary Grade:	SG-11
Item Number:	PIAB-INFO1-73-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: None required Training: None required
Eligibility:	Career Service (Professional)/Second Level Eligibility

Special Skills:	A good writer of print and broadcast releases and features; can do liaison work and media coverages; has basic knowledge in photojournalism; proficient in basic computer applications
Position:	ADMINISTRATIVE ASSISTANT III
Place of Assignment:	Program Management Division
Salary Grade:	SG-9
Item Number:	PIAB-ADAS3-17-2008
Qualification Standards:	Education: Completion of two-years studies in college or High School graduate with relevant vocational/trade course Experience: 1 year of relevant experience Training: 4 hours of relevant training
Eligibility:	Career Service (Sub-professional)/First Level Eligibility
Special Skills:	Computer literate; operation of basic office equipment (fax, duplicating and binding machine)
Position:	INFORMATION OFFICER V
Place of Assignment:	Creative and Production Services Division
Salary Grade:	SG-24
Item Number:	PIAB-INFO5- 14-1998
Qualification Standards:	Education: Masteral degree in Mass Communication or related discipline Experience: 4 years in position/s involving management and supervision Training: 24 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Must possess exemplary management and supervisory skills; has wide experience on the technical aspects of mass media - writing press releases, features, coverages, public relations and other related fields; proficient in the formulation of communication plans on government developmental programs; proficient in MS word, excel, powerpoint applications
Position:	INFORMATION OFFICER III
Place of Assignment:	Creative and Production Services Division
Salary Grade:	SG-18
Item Number:	PIAB-INFO3-67-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: 2 years of relevant experience (public press/relations work and media coverages of national and local events). Training: 8 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Proficient writer of news and feature articles for print and broadcast; proficient in the formulation of communication plans on development programs; proficient in MS word, excel, powerpoint presentation applications
Position:	INFORMATION OFFICER I
Place of Assignment:	Creative and Production Services Division
Salary Grade:	SG-11
Item Number:	PIAB-INFO1-64-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline.

	Experience: None required Training: None required
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	A good writer of print and broadcast releases and features; can do liaison work and media coverages; has basic knowledge in photojournalism; proficient in basic computer applications
Position:	AUDIO-VISUAL AIDS TECHNICIAN III
Place of Assignment:	Creative and Production Services Division
Salary Grade:	SG-10
Item Number:	PIAB-AVAT3-8-1998
Qualification Standards:	Education: High School graduate or completion of relevant vocational/trade course Experience: 2 years of relevant experience Training: 8 hours of relevant training
Eligibility:	Equipment Technician (MC 11, s. 96 - Cat. II)
Special Skills:	Knowledgeable in photography, video coverage, operation of audio-visual recorders/players; set-up of audio-visual equipment and dubbing/replication machines; maintenance and upkeep of audio-video equipment; computer literate
Position:	INFORMATION OFFICER III
Place of Assignment:	Regional Operations Division
Salary Grade:	SG-18
Item Number:	PIAB-INFO3-47-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: 2 years of relevant experience (public press/relations work and media coverages of national and local events). Training: 8 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	Proficient writer of news and feature articles for print and broadcast; proficient in the formulation of communication plans on development programs; proficient in MS word, excel, powerpoint presentation applications
Position:	INFORMATION OFFICER II
Place of Assignment:	Regional Operations Division
Salary Grade:	SG-15
Item Number:	PIAB-INFO2-60-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: 1 year of relevant experience (liaison work, media coverages and photojournalism) Training: 4 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	A good writer of print and broadcast releases and features; proficient in basic computer applications, can prepare communication plans and advocacy campaigns

Position:	INFORMATION OFFICER I
Place of Assignment:	Regional Operations Division
Salary Grade:	SG-11
Item Number:	PIAB-INFO1-77-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline. Experience: None required Training: None required
Eligibility:	Career Service (Professional)/Second Level Eligibility
Special Skills:	A good writer of print and broadcast releases and features; can do liaison work and media coverages; has basic knowledge in photojournalism; proficient in basic computer applications
Position:	INFORMATION OFFICER IV
Place of Assignment:	Human Resource Development Division
Salary Grade:	SG-22
Item Number:	PIAB-INFO4-8-1998
Qualification Standards:	Education: Bachelor's degree in Mass Communication or related discipline Experience: 3 years of relevant experience (training management/press/public relations work and media coverages of national and local events) Training: 16 hours of relevant training
Eligibility:	Service (Professional)/Second Level Eligibility
Special Skills:	Can design, implement and evaluate training programs on government communication related services. Proficient writer of news and feature articles and releases for print, radio and television; proficient in the formulation of communication plans and advocacy campaigns on government development programs; proficient in MS word, excel, powerpoint presentation applications
Position:	COMPUTER PROGRAMMER III
Place of Assignment:	Management and Information Systems Division
Salary Grade:	SG-18
Item Number:	PIAB-COMPRO3-18-2008
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training from certified IT training institutions
Eligibility:	Career Service (Professional)/Second Level Eligibility or equivalent ICT certification
Special Skills:	Intermediate to advance skills in programming Visual Basic, Java, ASP, ASP.NET, MS_SQL, HTML, Javascript; systems analysis and design; experienced in programming HRM/PIS applications; database programming
Position:	COMPUTER PROGRAMMER II
Place of Assignment:	Management and Information Systems Division
Salary Grade:	SG-15
Item Number:	PIAB-COMPRO2-1-1998

Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training from certified IT training institutions
Eligibility:	Career Service (Professional)/Second Level Eligibility or equivalent ICT certification
Special Skills:	Intermediate to advance skills in programming Visual Basic, Java, ASP, ASP.NET, MS_SQL, HTML, Javascript; systems analysis and design; experienced in programming HRM/PIS applications; database programming