

FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring

Position	:	Information Officer II (1 Vacant)
Division	:	Knowledge Management and Information Systems
Status of Employment	:	Contract of Service
Salary Grade	:	SG 15 - Php - 30, 531.00
Qualification Standard	:	
Education	:	Bachelor's degree in Development Communication, Communication Arts and other related degrees
Work Experience	:	One (1) year relevant experience
Training	:	Four (4) hours relevant training
Eligibility	:	None required
Competency	:	Writing skills; Lay-out skills

Terms of Reference

- Write articles for BAR regular publications (i.e. BAR Chronicle, BAR R4D Digest, Annual Report, etc.), special publications (i.e. information kits, brochures, flyers, etc.), multi-media materials (i.e. information kits, brochures, flyers, etc.), and social media/website;
- Prepare and package BAR regular publications, special publications, and multimedia materials on R4D- and other related activities and concerns;
- Attend and document activities for R4D programs and projects in coordination with the technical divisions and partner institutions;
- Manage and maintain BAR social media account/s;
- Media coordination and preparation of materials for press releases;
- Prepare speeches and messages upon instruction or as needed;
- Prepare presentation/s upon instruction or when needed;
- Provide assistance in the conceptualization and preparation of BAR exhibits; and
- Perform editing and proofreading for information materials and other documents as needed.

How to apply:

Interested and qualified applicants should fill out the application form: https://bit.ly/DA-BAR_ApplicationForm Deadline of submission of applications is on **March 27, 2023** (Monday)