

JOB OPPORTUNITY

Information Specialist

Monthly Rate: Php 43,942.80

Contract of Services

November-December 2023 (Renewable)

Job Description/Duties and Responsibilities:

- Answer reference queries via face-to-face, telephone or online modes
- Increase the social media presence of the library.
- Create marketing collaterals promoting the use of library resources, services and spaces
- Provide content to the Library's websites and social media platforms
- Manage the electronic resources of the Library
- Conduct a library orientation program
- Hold mini exhibits if needed
- Other tasks that may be assigned from time to time.

Qualifications:

- A graduate of BS Information and Library Science (BLIS); units of MLIS an advantage
- Must be a licensed librarian
- Has at least two-year work experience in library setting
- Has above average communication skills in both written and oral
- Social media-savvy. Can create engaging and interesting social media posts.
- Possesses an outstanding organizational and management skills. Can work with minimal supervision
- Must be proficient and knowledgeable in MS Office, ICT applicable to libraries, video editing, and graphics design.
- Has a working knowledge of record management principles
- Other soft skills requirements: team player, hardworking, diligent, detail-oriented and resilient.

How to Apply:

Please submit the following:

- Letter of intent
- Comprehensive Resume with recent ID picture;
- Certificates of attendance for trainings/seminars attended (relevant to the position) for the last five (5) years;
- Certificate of Employment;
- Transcript of Records/Certificate of Graduation.

Interested applicants may submit their applications to: upsecollegesec.upd@up.edu.ph and copy bbdayrit@up.edu.ph Please address to:

Ma. Joy V. Abrenica, PhD
Executive Director
Room 203, Second Floor
School of Economics
University of the Philippines
Diliman, Quezon City 1101

In the subject line of your email, please indicate "Information Specialist Application" to assist us in processing your application.

The deadline of application is on **November 17, 2023 (Friday)**. Only shortlisted applicants will be contacted.

Office of the Executive Director

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