



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Development and Publications Officer- SG 14

(Under Job Order Status; to be assigned at BatStateU Center for Innovation in Engineering Education (CIEE))

Education: Graduate of any engineering degree with knowledge of and interest in international affairs; preferably with master's degree or units

Experience: At least 3 years of experience in business development or marketing and/or publication of communication materials, preferably of journals, magazines and newsletters and in academic setting

Competencies: Outstanding command of English, particularly in writing and editing; strong organizational skills and an extraordinary attention to detail, possesses a good understanding of customer service

Salary Grade 14 – 209.99/hr

Duties and Responsibilities:

- Build strong relationships with sponsors, industry leaders and delegates
- Research opportunities within the organization where it may be possible to develop existing or new events in order to achieve the office goals
- Provide support in the organization of high-profile events including business meetings, seminars, conferences, networking events and exhibitions
- Liaise with internal departments/colleges to create event proposals, secure speakers and develop the event agenda
- Take a lead role in setting and managing event budgets, sourcing of venues and suppliers, manage development of copy and structure for printed materials working with the in-house editorial and design team
- Be responsible for developing the marketing campaign for specific events (including both print and digital media)
- Manage event speakers, providing briefings and support
- Assisting with the organization of the manuscript peer-review process
- Conducting photo research for publications and coordinating the dissemination of publications
- Copy editing, formatting, fact checking, and proof reading.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.central@g.batstate-u.edu.ph with the subject **ATTN: Application for Development and Publications Officer**. Submission of application is only from **January 11, 2022-January 20, 2022**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.