

MWSS Regulatory Office is hiring!

CREATIVE ARTS SPECIALIST

(Contract of Service: 42,281.00/month)

QUALIFICATION:

- Bachelor's degree relevant to the job
- 1 year of relevant experience
- 4 hours of relevant training
- Proficient in graphic design and motion graphics animation
- Proficient in using creative software such as Adobe Photoshop, Illustrator, InDesign, Premier Pro, and After Effects
- Proficient in freehand drawing and digital illustrations

JOB DESCRIPTION:

- Contributes to the agency's overall public relations and communication efforts by providing creative input and expertise, as needed:
 - Collaborates with the Media Production Specialist in developing Information, Education, and Communication (IEC) materials (audio-visual; print; and digital, including animated content), slide show presentations, social media content, and other publicity collaterals of the MWSS RO



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- Collaborates with the Media Production Specialist in conducting video and photo coverage, editing, and production for creative documentation and presentation
- Contributes to the agency's overall public relations and communication efforts by providing creative input and expertise, as needed:
 - Collaborates with the Media Production Specialist in various branding and design activities of the OCR-PID, which include conducting research and preparing reports in relation to these activities
- Monitors the performance of IEC content in the official social media platforms of the MWSS RO
- Coordinates OCR-PID website publications with the Management Information Systems (MIS) Unit and assists in monitoring and updating website content
- Supports the department's campaign and activities through creative arts intervention
- Performs other service functions as may be required



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All interested and qualified individuals regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

REQUIREMENTS:

Qualified applicants should signify their interest in writing. They should attach the following documents to the application letter and send these not later than **19 February 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212) and Work Experience Sheet (WES), which can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable)
3. Certified/authenticated eligibility/rating/license/membership in the Philippine Bar (whichever is applicable)
4. Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
5. Learning and Development certificates
6. Creative Portfolio (Behance, Demo Reels, and/or others)



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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAMON A. JAVIER

Department Manager for Administration
Metropolitan Waterworks and Sewerage System Regulatory Office
Katipunan Avenue, corner H. Ventura Street, Barangay Pansol, Balara, Quezon City
personnel@ro.mwss.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

