



Place of Assignment: CORPORATE COMMUNICATIONS STAFF (CCS)

Position Title: TECHNICAL ASSISTANT II (MULTIMEDIA OFFICER) – CONTRACT OF SERVICE

Education: BACHELOR'S DEGREE RELEVANT TO THE JOB

Training: 4 HOURS OF RELEVANT TRAINING

Experience: 1 YEAR OF RELEVANT EXPERIENCE

Eligibility: CAREER SERVICE PROFESSIONAL / SECOND LEVEL ELIGIBILITY (IF APPLICABLE)

Instruction/Remarks:

Interested and qualified applicants are requested to send the application documents (in PDF) to careers@caap.gov.ph with subject Position_Last Name, First Name

Duties and Responsibilities:

1. Photo and video editing:
 - Handles the design and production of layouts for CAAP's branding, promotional materials, official publications, and social media cards.
 - Conceptualizes and produces audio-visual presentations (AVPs) and video content for internal and external stakeholders.
2. Oversees and finalizes technical specifications and requirements for the procurement of office supplies and equipment related to multimedia outputs
3. Monitors brand consistency across online and printed CAAP documents and visual materials
4. Photo and video documentation for CAAP's official activities and events.
5. And other tasks that maybe assigned;

Application Documents:

1. Letter of Intent addressed to Mr. Wilmar Jones N. Montero - Acting Chief, HRMD
2. Updated Curriculum Vitae (CV)
3. Updated Personal Data Sheet (PDS)

Applications with incomplete requirements shall not be entertained.

Posting date: May 8, 2026

Closing Date: May 12, 2026