



FOR HIRING

One (1) Science Aide

(Contractual)

CSC Minimum Qualifications:

1. Education: **Completion of two years studies in college**
2. Experience: **Preferably with experience in Management & Handling of Germplasm Collection**
3. Training: **None required**
4. Eligibility: **None required**

Should possess the following competencies:

Core competencies:

1. **Exemplifying Integrity and Professionalism** - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office. Level 1
2. **Delivering Service Excellence** - Complies with VSU's established standards of service delivery for customer satisfaction. Level 1
3. **Communication Savvy** - Effectively delivers messages that simply focus on facts or information. Level 1
4. **Interpersonal relationship management** - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level 1
5. **Change Adaptation** - Works effectively with a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change. Level 1
6. **Gender-responsive management** - Promotes gender equality and women empowerment to address gender-related problems and issues. Level 1

Functional Competencies:


1. **Administrative Services Management**- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular. Level 1
2. **Documents and Records Management**- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. Level 1
3. **Use of Information and Communications Technology (ICT)**- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. Level 1
4. **Critical Thinking and Problem Solving** - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment. Level 1
5. **Research Management**- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind. Level 1


Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than March 15, 2022. Diverse applicants are encouraged to apply.


Dr. Edgardo E. Tulin

Director, PRCRTC
Visayas State University
Visca, Baybay City, Leyte

Noted by:


Ms. HONEY SOFIA V. COLIS
OIC Director, ODHRM


DR. DANIEL LESLIE S. TAN
VP for Admin and Finance