



FOR HIRING

TWO (2) Administrative Aide III (Clerk I) (Casual)

CSC Minimum Qualifications:

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| 1. Education: | Completion of 2 years studies in BS Accounting or any related field |
| 2. Experience: | None required but preferably with experience in accounting/bookkeeping & related services |
| 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. Accounting Management**- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations. 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

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than April 29, 2023.


Mr. NICK FREDDY R. BELLO
Head, Accounting Office
Visayas State University

Noted by:

Ms. HONEY SOFIA V. COLIS
Director, HRMO


Dr. DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.