



Administrative Aide III (Casual)

CSC Minimum Qualifications:

1. Education: **Completion of 2 years studies in college**
2. Experience: **None required**
3. Training: **None required**
4. Eligibility: **Preferably will have a CSC Sub-Professional Eligibility**

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 Savy** - 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. **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*
2. **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*
3. **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*
4. **Waste Management**- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. *Level 1*


Since the would-be appointee will be assigned at the Aquatic Ecosystems Division (AED) of the Institute of Tropical Ecology and Environmental Management (ITEEM) and will be involved in its research and extension activities, experience either as a research aide working on fisheries and has experience in doing Tilapia production, artificial reef monitoring, coastal resource management, SCUBA gear maintenance, and has experience as laboratory technician will be given preference.


Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than **June 26, 2021**. Diverse applicants are encouraged to apply.


DR. ELIZA D. ESPINOSA

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

Noted:


HONEY SOFIA V. COLIS
OIC Director, ODHRM


REMBERTO A. PATINDOL
Vice President for Admin and Finance