



FOR HIRING

FIVE (5) INSTRUCTOR POSITION

(Part-Time)

CSC Minimum Qualifications:

1. Education: Relevant Masteral degree (MIT, MSIT, MSCS, MCS)
2. Experience: None required
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 as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times. (Level 2)
2. **Delivering Service Excellence** - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation. (Level 2)
3. **Communication Savvy** - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed. (Level 2)
4. **Interpersonal relationship management** - Effectively communicates and interacts with colleagues, customers and clients, and works well in a team to achieve results. (Level 2)
5. **Change Adaptation** - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change (Level 2)
6. **Gender-responsive management** - Promotes enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies 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. **Budget Management** - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations (Level 1)
4. **Consultation and Advising** - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients (Level 1)

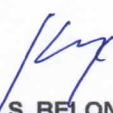
Due to operationalization of VSU HRIS, qualified applicants are encouraged to apply and send their application letter, resume and other pertinent document through jobs.vsu.edu.ph not later than July 29, 2022.


MAGDALENE C. UNAJOAN

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Department of Computer Science and Technology
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Noted:


HONEY SOFIA V. COLIS
Director, ODHRM


BEATRIZ S. BELONIAS
Vice President for Academic Affairs