



FOR HIRING

Administrative Aide III

(Casual)

Minimum Qualifications: (based on VSU Qualification Standards as approved by CSC)

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 & Professionalism** - Demonstrates high standards of professional behavior 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 work 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, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner. (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: (May vary depending on the need of the department)

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. **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
5. **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

The incumbent will be assigned at Philippine Root Crop Research Center. He/she will design IEC materials including brochures, leaflets, tokens for visitors and lay-out background graphics and field signages, hence, experience on graphic art is given preferential to be hired.

Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than December 10, 2021. Diverse applicants are encouraged to apply.


LISA I. ARCE

Assistant Director

Philippine Root Crop Research and Training Center

Visayas State University

Visca, Baybay City, Leyte

Noted:


HONEY SOFIA V. COLIS

OIC Director, ODHRM


DANIEL LESLIE S. TAN

Vice President for Academic Affairs

Vision:
Mission:

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

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