VISAYAS STATE UNIVERSITY

OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT
G/F Administration Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
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FOR HIRING

One (1) Administrative Aide VI

(Electronics & Communications Equipment Technician I)

Casual

Minimum Qualifications:

1. Education: **Completion of 2 years studies in college/ High School Graduate with relevant vocational/trade course**
2. Experience: **None Required**
3. Training: **None Required**
4. Eligibility: **None Required (MC 11, s. 96-Cat. III)**

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 2

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

The successful candidate will be assigned as E&I Technician for Instrumentation and Laboratory Maintenance Unit, hence knowledge in calibration, testing and maintenance of laboratory instruments and equipment is required.

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 February ~~8~~ 11, 2023.

Engr. JOHN ALLAN A. GULLES
Head, ILEMU
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