



FOR HIRING

ONE (1) ASSOCIATE PROFESSOR I POSITION

(Permanent)

CSC Minimum Qualifications:

1. Education: Relevant Masteral degree
2. Experience: 2 years of relevant experience
3. Training: 8 hours of relevant training
4. Eligibility: PRC Licensed (Forester's Licensure Examination Passer)

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 3)
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 4)
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 3)

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 2)
2. **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 4)
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 2)
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. **Facilitation** - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives (Level 2)
6. **Filipino Values Restoration** - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature (Level 4)
7. **Innovative Instructional Materials Development** - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment. (Level 3)
8. **Innovative Teaching Strategies** - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape. (Level 2)
9. **Monitoring and Evaluation** - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives. (Level 2)
10. **Report Writing** - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management. (Level 4)
11. **Research Management** - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind. (Level 3)
12. **Extension Management** - Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies. (Level 3)
13. **Risk Management** - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk. (Level 2)
14. **Occupational Health and Safety Management** - Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents. (Level 2)
15. **Sharing Expertise and Linkaging** - Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations. (Level 4)

16. **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)

Leadership Competencies

1. **Thinking Strategically and Creatively** - Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness. (Level 3)
2. **Creating and Nurturing a High Performance Organization** - Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented (Level 3)
3. **Leading Change** - Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness. (Level 3)
4. **Building Collaborative and Inclusive Working Relationships** - Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders (Level 4)
5. **Managing Performance and Coaching for Results** - Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness. (Level 4)

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 _____.

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Noted:

HONEY SOFIA V. COLIS

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BEATRIZ S. BELONIAS

Vice President for Academic Affairs