



FOR HIRING

Administrative Aide III

(Casual)

CSC Minimum Qualifications: (To indicate the minimum qualifications from the VSU Qualification Standards as approved by CSC)

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|-----------------|---|
| 1. Education: | Completion of 2 years studies in college |
| 2. Experience: | None required |
| 3. Training: | None required |
| 4. Eligibility: | CS (Sub Prof) 1st level eligibility |

Should possess the following competencies:

Core competencies:

- 1. Exemplifying Integrity & 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 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, behaviour 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. 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)

The functions of the casual Administrative Aide III focuses more in providing secretarial, clerical and administrative support to Security Office. Existing JOs with experience as clerk will be given preferences.

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 24, 2020**.

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OIC-Security Office
Visayas State University
Visca, Baybay City, Leyte

Noted:

LOURDES B. CANO
Director, ODHRM

REMBERTO A. PATINDOL
Vice President for Administration and Finance