FOR HIRING

Education Research Assistant I

(Casual)

CSC Minimum Qualifications:

1. Education: **Completion of 2 years studies in college**
2. Experience: **1 year of relevant experience**
3. Training: **4 hours of relevant training**
4. Eligibility: **Preferably will have a CSC Sub-Professional Eligibility**

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 Savy* - 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, behaviour 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 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. **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
5. **Facilitation** - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 1
6. **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 1

The appointee will take charge of OGS publications such as the Science and Humanities Journal, Graduate School Code, Graduate Student's Handbook, Grand News line, OGS Brochures, flyers, etc. and content of OGS website. Hence, applicant with experience in production of journals, handbook, videos and websites content and other promotional materials is preferably.

Interested and qualified applicants should signify their interest by applying on line at **jobs.vsu.edu.ph** not later than August 21, 2021. Diverse applicants are encouraged to apply.

DR. ANABELLA B. TULIN
Dean, OGS
Visayas State University
Visca, Baybay City, Leyte

Noted by:

HONEY SOFIA V. COLIS
OIC Director, ODHRM

DR. DANIEL LESLIE S. TAN
VP for Admin and Finance

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

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