



FOR HIRING

One (1) Administrative Assistant III

(Casual)

CSC Minimum Qualifications:

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| 1. Education: | Completion of two years studies in college |
| 2. Experience: | 1 year of relevant experience |
| 3. Training: | 4 hours of relevant training |
| 4. Eligibility: | Preferably with Career Service (Subprofessional) First Level 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 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 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. 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- 1
- 3. 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 -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

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 January 20, 2023.

Dr. SANTIAGO T. PEÑA Jr.

Dean, CVM
Visayas State University
Visca, Baybay City, Leyte

Noted by:

Ms. HONEY SOFIA V. COLIS
OIC Director, ODHRM

Dr. DANIEL LESLIE S. TAN
Vice President for Administration 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.