



Administrative Aide III (Casual)

CSC Minimum Qualifications:

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 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, 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-2
4. **Human Resource Management and Development**- Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organizational goals.

Applicants with experience in human resource management and other HR related experiences and those with extra-ordinary computer skills will be given preference. Qualified diverse applicants are encouraged to apply. Interested applicants must send their application letter and resume not later than February 20, 2021


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