



ADMINISTRATIVE AIDE III (Casual)

CSC Minimum Qualifications:

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| 1. Education: | Completion of 2 years studies in college |
| 2. Experience: | None required |
| 3. Training: | None required |
| 4. Eligibility: | None required |

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 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. **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)

The would-be appointee's functions, among others, are delivering payments to suppliers in Baybay, remitting various government premiums and contributions to Baybay, Ormoc, Tacloban, Maasin, carrying and turning over voluminous paid vouchers and payroll, serving as office messenger and facilitating the approval of payrolls of regular and casual employees from OHPLB. Applicants with experience on remittances and preparation of vouchers will be given preference. Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than March 26, 2021. Diverse applicants are encouraged to apply.


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Noted by:


HONEY SOFIA V. COLIS
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