

<b>JOB VACANCY</b>	
Position Title:	Supervising Administrative Officer
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-SADOF-39-2005
Salary:	58,717.00
Salary Grade:	22
Station:	Regional Office FAD
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's Degree relevant to the job
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
Other Qualification:	
<b>JOB SUMMARY:</b> Under direction and substantial latitude for the exercise of independent judgement, serves as assistant head of the Finance and Administrative Division engaged in varied work ranging from routine to difficult, important work requiring training and moderate experience or lower training but considerable experience and thorough knowledge of a special subject matter.	

REQUIRED COMPETENCIES	LEVEL
<b>A. CORE COMPETENCIES</b>	
A.1. Commitment to Ethical Service and Good Governance	3
A.2. Customer Focus	3
A.3. Ensuring Excellent Results	3
A.4. Organizational Sensitivity	
<b>B. LEADERSHIP COMPETENCIES</b>	
B.1. Developing and Inspiring Others	2
B.2. Planning work and Managing Teams	2
B.3. Problem Solving and Decision Making	2
<b>C. FUNCTIONAL COMPETENCIES (Non-LGOOs)</b>	
C.1. Critical/Analytical Thinking	4
C.2. Collaboration/Working with Others	4
C.3. Process Orientation	4
C.4. Information/Data/Records Management	4
C.5. Administrative Services Proficiency	4

*DILG Region 5 is an equal opportunity agency. All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, religion ethnicity or political affiliations.*