

JOB VACANCY	
Position Title:	Administrative Assistant II
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADAS2-192-2005
Salary:	16,758.00
Salary Grade:	8
Station:	Camarines Norte
QUALIFICATIONS:	
Education:	Completion of two (2) yrs studies in college
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Sub-Prof. 1st Level Eligibility
JOB SUMMARY:	
Under general supervision, pays salaries and other monetary claims of officials and employees and does related work.	

REQUIRED COMPETENCIES	LEVEL
A. CORE COMPETENCIES	
A.1. Commitment to Ethical Service and Good Governance	1
A.2. Customer Focus	1
A.3. Ensuring Excellent Results	1
A.4. Organizational Sensitivity	1
B. FUNCTIONAL COMPETENCIES	
C.1. Effective Communication	1
C.2. Influence	1
C.3. Managing Knowledge and Information	1
C.4. Policy Research and Analysis	1
C.5. Program Development and Management	1
C.6. Relationship Building	1
C.7. Technical Proficiency	1

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.