

JOB VACANCY	
Position Title:	Administrative Aide VI
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADA6-167-2005
Salary:	16,877.00
Salary Grade:	6
Station:	Camarines Norte
QUALIFICATIONS:	
Education:	Completion of two (2) yrs studies in college or High School Graduate with relevant vocational/trade course
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Sub-Prof. 1st Level Eligibility
Other Qualification:	Must be a passer of DILG Pre-Qualifying Examination
JOB SUMMARY:	
Under immediate supervision, maintains routenary files for disbursement vouchers, employee subsidiary ledgers, control book for obligations and receives office communications and does related work	

REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual)	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.