

<b>JOB VACANCY</b>	
Position Title:	Administrative Officer III
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADOF3-58-2005
Salary:	33,843.00
Salary Grade:	14
Station:	Regional Office
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
Additional Qualification:	Must be a passer of DILG Pre-Qualifying Examination (for outsiders)
<b>JOB SUMMARY:</b> Under the direct supervision of the Chief Administrative Officer, assumes the responsibilities for the custody and safekeeping of official records, documents, assigns conformity with standing policies and procedures and does related work.	

REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual)	LEVEL
<b>A. CORE COMPETENCIES</b>	
A.1. Commitment to Ethical Service and Good Governance	2
A.2. Customer Focus	2
A.3. Ensuring Excellent Results	2
A.4. Organizational Sensitivity	2
<b>B. LEADERSHIP COMPETENCIES</b>	
B.1. Developing and Inspiring Others	1
B.2. Planning work and Managing Teams	1
B.3. Problem Solving and Decision Making	1
<b>C. FUNCTIONAL COMPETENCIES</b>	
C.1. Effective Communication	2
C.2. Influence	2
C.3. Managing Knowledge and Information	2
C.4. Policy Research and Analysis	2
C.5. Program Development and Management	2
C.6. Relationship Building	2
C.7. Technical Proficiency	2

*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.*

