

## JOB VACANCY

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|--|--|
| Position Title:  | Chief Administrative Officer                               |
| No. of Vacancy/ies:  | 1  |
| Plantilla Item No.:  | OSEC-DILGB-CADOF-24-2005                                   |
| Salary:  | 90,078.00  |
| Salary Grade:  | 24   |
| Station:   | Regional Office  |
| <b>QUALIFICATIONS:</b>   |  |
| Education:   | Master's Degree  |
| Experience:  | 4 years in position/s involving management and supervision |
| Training:  | 24 hours of training in management and supervision         |
| Eligibility:   | Career Service (Professional) Second Level Eligibility     |
| Additional Qualification:  |  |
| <b>JOB SUMMARY:</b>  |  |
| <p>Under direction and with considerable latitude for the exercise of independent judgement, serve as head of Finance and Administrative Division.</p> |  |

| REQUIRED COMPETENCIES<br>(as per DILG Competency Framework and Dictionary Manual) | 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   | 3     |
| <b>B. LEADERSHIP COMPETENCIES</b>   |       |
| B.1. Developing and Inspiring Others  | 2     |
| B.2. Planning Work and Managing Teams   | 2     |
| B.3. Problem Solving  | 2     |
| <b>C. FUNCTIONAL COMPETENCIES</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.*