

<b>JOB VACANCY</b>	
Position Title:	Administrative Assistant II
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADAS2-197-2005
Salary:	19,744.00
Salary Grade:	8
Station:	Camarines Sur
<b>QUALIFICATIONS:</b>	
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:	Relevant MC 11, s. 1996 Career Service Sub-Prof. 1st Level Eligibility
Additional Qualification:	
<b>JOB SUMMARY:</b>	
Under general supervision, pays salaries and other monetary claims of officials and employees 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	1
A.2. Customer Focus	1
A.3. Ensuring Excellent Results	1
A.4. Organizational Sensitivity	1
<b>B. FUNCTIONAL COMPETENCIES</b>	
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.*