

JOB VACANCY	
Position Title:	Administrative Assistant II
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-ADAS2-192-2005; and 193-2005
Salary:	19,744.00
Salary Grade:	8
Station:	Camarines Sur and 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:	Relevant MC 11, s. 1996 Career Service Sub-Prof. 1st Level Eligibility
Additional Qualification:	
JOB SUMMARY:	
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
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.