

## JOB VACANCY

Position Title:	Administrative Officer V (HRMO III)
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADOF5-69-2005
Salary:	46,725.00
Salary Grade:	18
Station:	Regional Office
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's Degree relevant to the job
Experience:	2 years of relevant experience
Training:	8 hours of relevant experience
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
<b>JOB SUMMARY:</b>	
<p>Under immediate supervision, supervises the preparation of actions on appointments, directs and supervises the preparation of Plantilla of Personnel, transfers, resignations, reinstatements, insurance or retirements claims, salary adjustments, position classifications and/or reclassification, performance ratings, fringe benefits, and other personnel matters.</p>	

REQUIRED COMPETENCIES	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	1
B.2. Planning work and Managing Teams	1
B.3. Problem Solving and Decision Making	1
<b>C. FUNCTIONAL COMPETENCIES</b>	
C.1. Critical and Analytical Thinking	3
C.2. Collaboration/Working with Others	3
C.3. Process Orientation	3
C.4. Information/Data/Records Management	3
C.5. Administrative Services Proficiency	3

*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.*