

JOB VACANCY	
Position Title:	Administrative Aide IV (Mechanic I)
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADA4-152-2005
Salary:	15,586.00
Salary Grade:	4
Station:	Regional Office
QUALIFICATIONS:	
Education:	High School Graduate or completion of relevant vocational/trade course
Experience:	None required
Training:	None required
Eligibility:	Relevant MC11, s 1996 Career Service Sub-Prof 1 st Level Eligibility
Other Qualification:	
JOB SUMMARY:	
Under immediate supervision, perform minor repair of all vehicles, maintain office vehicles in good running condition, Does Related Works.	

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	
B.1. Effective Communication	1
B.2. Influence	1
B.3. Managing Knowledge and Information	1
B.4. Policy Research and Analysis	1
B.5. Program Development and Management	1
B.6. Relationship Building	1
B.7. Technical Proficiency	1
C. UNIT-BASED COMPETENCIES	
C.1. Proficiency: General Services Unit - Motorpool	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.

