



Chief Administrative Officer

Salary Grade: 24

Item Number: PHILSAB-CADOF-14-2020

Division: Human Resource Development Division

Minimum Qualification Standards:

Education: Master's degree or Certificate in Leadership and Management from Civil Service Commission

Experience: 4 years of supervisory/management experience

Training: 40 hours supervisory/management training/learning development intervention

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Responsible for and directing and managing the day-to-day operations of the Human Resource Development Division, providing strategic direction to the human resource management, development and knowledge management thrusts of the Agency;
- 2) Assume responsibility for the discipline and efficiency of the personnel of the division;
- 3) Contribute to the preparation and review of Research and Development and technical project proposals by providing advice on HR-related matters'
- 4) Lead the provision of various HR-related support services to project teams during project implementation, ranging from recruitment, selection and placement of staff to opportunities for learning and development, among others;
- 5) Ensure that policies and mechanisms are in place to support management decisions while advocating for the interest and welfare of the employees.
- 6) Give advice to management on human resource development and management matters; and
- 7) Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational Background: With Master's Degree in Business, Psychology and HR-related field

Experience: Minimum of five (5) years government/organization work specializing on all facets of human resource management and development including employee engagement and policy development.

Training Background: Minimum of forty (40) hours of leadership, recruitment, learning and development and other relevant training

Competencies: Knowledgeable with ISO 9001:2015 requirements; Organizational Development; Personality Management; demonstrate strong written and oral communication skills; and Intermediate proficiency level on the following competencies:

1. Building collaborative, inclusive working relationships
2. Managing performance and coaching for results
3. Leading change
4. Thinking strategically and creatively
5. Creating and nurturing a high performance organization



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