



Administrative Officer II (Human Resource Management Officer I)

Salary Grade: 11

Item Number: PHILSAB-ADOF2-6-2020

Division: Human Resource Development Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

- 1) Under the general guidance, provide assistance in the identification, development, implementation and improvement of the agency's programs, policies and mechanisms relative to recruitment, selection and placement (RSP);
- 2) Coordinate with internal units in capturing the RSP requirements of these teams;
- 3) Assist in the secretariat work for the Human Resource Merit Promotion and Selection Board (HRMPSB)
- 4) Assist in the implementation of the RSP processes and procedures, including, but not limited to, the logistics requirements for the conduct of exam and interview;
- 5) Maintain an updated directory of applicants and 201 Files database
- 6) Prepare draft letters, memoranda, interview minutes, monthly recruitment reports and other communications;
- 7) Assist in the facilitation of the nomination of deserving employees/projects of the Agency to local, national and international awards;
- 8) Assist in the preparation of salaries and benefits of PhilSA personnel;
- 9) Assist in the processing of leave and leave monitoring;
- 10) Assist ensuring the application of principles, systems and processes that facilitate the engagement of people in accordance with CSC laws and rules towards organizational integrity and excellence.
- 11) 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: Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Psychology and HR-related field

Experience: PRIME HRM; Recruitment, Selection and Placement (RSP); Rewards and Recognition; and Employee Engagement

Training: PRIME HRM; Recruitment, Selection and Placement (RSP)/ORAOHRA; Rewards and Recognition

Competencies: Knowledgeable with ISO 9001:2015 requirements; IT skills; and demonstrate strong written and oral communication skills



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