



Supervising Administrative Officer

Salary Grade: 22

Item Number: PHILSAB-SADOF-14-2020

Division: Finance Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 3 years of relevant experience

Training: 16 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Assist the Division Chief in directing and managing the day-to-day operations of the Division;
- 2) Focus on supervising and ensuring quality of financial services
- 3) Ensure the undertaking of Complete Staff Work (CSW) on matters requiring the attention of the Division Chief prior to submission;
- 4) Align work outputs and processes to the division directions and priorities and ensure conformance to internal and external policies that are applicable to the division;
- 5) Review, develop and recommend internal work processes, guidelines, standards, policies and procedures;
- 6) Monitor and review the outputs of subordinates against performance standards;
- 7) Investigate, evaluate, and propose the adoption of new technologies and tools to improve and update division processes;
- 8) Resolve staff concerns and raises issues to the division chief when beyond authority;
- 9) Monitor and assess the transfer of technology, learned by subordinates from training programs or similar activities attended, in the workplace;
- 10) Update the Division Chief on the status of division tasks regularly;
- 11) Provide inputs to the division chief in rating the performance of subordinates, identifies performance gaps and proposes staff development needs
- 12) Assumes the Division Chief's functions/duties in the latter's absence or that of Accountant III / Budget Officer III in their absence; and
- 13) 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:

- Graduate of BS Accountancy

Experience Background:

- Minimum of three (3) years extensive experience in government accounting and budgeting

Training Background:

- Minimum of sixteen (16) hours on government accounting and procurement

Competencies:

- Demonstrated ability in policy formulation and financial analysis, and reporting
- Basic Level of Leadership competencies such as Managing performance and coaching for results, Leading Change, Thinking strategically and creatively, and Creating and nurturing a high performing organization.
- Teamwork and Effective oral and written communication.

- Intermediate level of integrity, problem solving and decision making, planning and delivery, and managing information



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