



## **Supervising Administrative Officer**

Salary Grade: 22

Item Number: PHILSAB-SADOF-15-2020

Division: General Services 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) Confer and provide technical guidance to section heads for the effective and efficient operationalization of division/section key result areas and requirements;
- 3) Assist in the conduct of various activities and functions of the Division relating to general support services to the operations of the Agency;
- 4) Focus on supervising and ensuring quality of services by the administrative service units handling procurement, property & supply, general services & building administration; records management, and cash management;
- 5) Ensure the undertaking of Complete Staff Work (CSW) on matters requiring the attention of the Division Chief prior to submission;
- 6) Assumes the Division Chief's functions/duties in the latter's absence; 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:**

- Graduate of Engineering, Finance, Public Administration, Business Administration & Management, and other similar programs, preferably with Master's Degree units.

#### **Experience:**

- Relevant experience in Procurement, Supply & Property Management, Records Management, Cash Management, Building Administration, and other General Services.

#### **Training:**

- Relevant training, preferably those provided by the Government Procurement Policy Board (GPPB), National Archive of the Philippines (NAP), Department of Public Works and Highways (DPWH), Department of Budget and Management (DBM), Bureau of Treasury (BTr), and the Commission on Audit (COA).

#### **Competencies:**

- Core
  - Exemplifying Integrity;
  - Delivering Service Excellence; and
  - Solving problems and making decisions
- Leadership
  - Building collaborative and inclusive working relations
  - Managing performance and coaching for results;
  - Creating and Nurturing a High Performing Organization

- Functional
  - Team supervision;
  - Technical writing/documentation;
  - Use of technology;
  - Planning and organizing;
  - Monitoring and evaluation.
- Technical
  - Process Development and review;
  - Resource Management (Planning, Acquisition, Custodianship, and Disposal)
  - Risk Management
  - Asset Management
  - Accreditation, Certification, and Licensing Management
  - Other General Services Administration



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