ANNOUNCEMENT OF VACANCY (Republication)

Position: Supervising Administrative Officer
Unit: GASS

Item No.: BUB-SADOF-1-2010
Salary Grade: 22

JOB DESCRIPTION:

Under the supervision of the Chief Administrative Officer:

1. Assist management in building the capacity of the Human Resource base of the University and in the development and implementation of automated HR Systems for efficiency in HR services delivery. (15%)
2. Oversee the administration of the Human Resource Management (HRM) Services and Programs of the University which includes the following major functions: (60%)
   a. Recruitment, Selection and Appointment
   b. Personnel Records Management
   c. HR Evaluation, Planning & Development
3. Formulate policies and standards on HR development and management. (15%)
4. Performs other related tasks that may be given by higher authorities. (10%)

JOB REQUIREMENTS:

Education: Bachelor's Degree relevant to the job
Experience: 3 years of supervisory experience in Human Resource Management
Eligibility: Career Service (Professional/Second Level Eligibility)
Training: 16 hours of HR training
Others: Must have a basic knowledge in HR Systems Management

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

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Deadline of Submission of Application: MAR 24 2016

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