JOB OPPORTUNITY

The College Public Service Program, College of Fisheries and Ocean Sciences, UP Visayas, Miagao Iloilo is in need of:

Administrative Assistant II Position
(Salary Grade 8-1 with PSI No. ADAS2-2172-2004)

CSC Minimum Qualification:
• Completion of two year studies in college
• Experience and Training not required
• Career Service Sub-Professional/First Level Eligibility

Preference:
• Graduate of at least a four-year degree course
• Has excellent communication skills
• Has IT skills (knowledgeable in database applications, Microsoft office, Adobe In Design and Photoshop )
• Willing to work at the UPV Miagao Campus
• Can work with minimum supervision
• Possess positive attitude and work ethics

Job Description
• Organize and categorize data on public service activities of the different units of the College;
• Document and monitor public service activities of the different units of the College;
• Write/prepare reports on the public service activities of the College;
• Assist the different units of the College in coordinating its public service activities;
• Assist the different units of the College in the production of IEC materials and promotional materials; and
• Assist the College Committee on Extension in the performance of its tasks.
• Perform other functions at the Office of the Dean

Interested applicants, please submit the following requirements:
• Application Letter with photo
• Resumé/Curriculum Vitae
• Authenticated copy of Diploma and Transcript of Records by the University
• Authenticated copy of Career Service Eligibility by Civil Service Commission

To: Dr. Crispino A. Saclauso
Dean
College of Fisheries and Ocean Sciences
UP Visayas, Miagao, Iloilo
Email: upv_cfos@yahoo.com

Deadline of Application: April 24, 2015