#### NATIONAL COUNCIL ON DISABILITY AFFAIRS

### NOTICE of VACANT POSITION

**VACANT POSITION : CHIEF ADMINISTRATIVE OFFICER**

**CSC PRESCRIBED QUALIFICATION STANDARDS:**

**EDUCATION : Master’s Degree or Certificate in Leadership and Management from the CSC**

**EXPERIENCE : 4 years of Supervisory/Management Experience**

**TRAINING : 40 hours of Supervisory/Management Learning and Development Intervention**

**undertaken within the last 5 years**

**ELIGIBILITY : CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY**

**FUNCTIONS AND RESPONSIBILITIES:**

1. Plans, organizes, directs, coordinates and supervises all financial and administrative service functions of the Council;
2. Exercise supervision and authority over day-to-day functions and activities of the operating sections under the Administrative Division such as; Accounting, Budgeting, Cashiering, Personnel, Central Records, Property and General Services;
3. Signs all disbursement vouchers, as responsible and accountable officer for all Financial transactions pertaining to administrative functions;
4. Participates in the planning, implementation, monitoring and evaluation of NCDA projects and takes charge of support services
5. Prepares memoranda, circulars, office orders and correspondence pertaining to administrative matters;
6. Under direction of the Executive Director, exercise general and control over all personnel and enforces established policies, laws, rules and regulations;
7. Advises management on matters affecting finance and administration;
8. Performs other functions that may be assigned from time to time.

**PREFERABLY:**

* Certified Public Accountant (CPA)
* Master's degree in Public Administration, Business Management or any related course
* Strong background in Property, Inventory and Financial Management
* Proficiency in the use of general computer applications
* Demonstrates leadership and management skills

**JOB DESCRIPTION**

* The Chief Administrative Officer is responsible for supervising administrative, finance and procurement services. This includes developing and supervising the implementation of administrative policies and procedures including procurement, personnel and logistics, assets/property, records, and travel management.

**QUALIFIED APPLICANTS MAY SUBMIT THE FOLLOWING DOCUMENTS:**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter indicate the position applied and send to the address below

1. Fully accomplished **Personal Data Sheet (PDS)** including **WORK EXPERIENCE SHEET Attachment** to CS Form No. 212 with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. **Authenticated/Certified Photocopy** of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Diploma and Certificate of Experience and Trainings

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**LEOVIGILDA G. OASIN**

Administrative Officer V, Personnel Section

Isidora St. Barangay Holy Spirit, Quezon City

[ncda.hrmo@gmail.com](mailto:ncda.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**For more information…. Please visit our website at www.ncda.gov.ph**