

VACANCIES!!! VACANCIES!!!

1- Administrative Officer IV (AO IV) for Human Resource

Salary Grade: SG15

Funding Source: KC NCCDP (MOA Basis).

Preferred Qualifications (Competency-based).

Educational Requirements: Bachelor's Degree relevant to the job, preferably in Social Science

Experience Requirements: 1 year relevant Experience

Training Requirements: 4 hours relevant trainings

Proficiency Requirements: MS Office applications – Word, Excel and Ppt.

ANTICIPATED VACANCIES!!!

4 - Administrative Officer II (AO II) for

Payroll/Supplies

Salary Grade: SG11

Funding Source: KC NCCDP (MOA Basis).

Preferred Qualifications (Competency-based).

Educational Requirements: Bachelor's Degree relevant to the job, preferably in Social Science

Experience Requirements: 1 year relevant Experience

Training Requirements: 4 hours relevant trainings

Proficiency Requirements: MS Office applications – Word, Excel and Ppt

1 - Administrative Aide IV (AAide IV) Driver

Salary Grade: SG4

Funding Source: KC NCCDP (MOA Basis).

Preferred Qualifications (Competency-based).

Educational Requirements: Elementary school graduate

Experience Requirements: 1 year (relevant to Driving Experience)

Training Requirements: 4 hours relevant trainings

Proficiency Requirements: Professional / Non-professional driver's license

Interested applicants to submit application letter and curriculum vitae addressed to the Regional Director on or before November 5, 2014.


JOEL P. GARCIA

PSB Chairman

October 28, 2014