

NOTICE OF VACANT POSITION

The **Butuan City Water District** announces the following Contractual vacant position for qualified applicants:

Applicants:

Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CLERK PROCESSOR / Human Resource Division-Administrative Services Department	P 430.00 / day		Completion of Two (2) years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Provides clerical support to the Human Resource Division.					
Required Competencies						
<ul style="list-style-type: none">- 2 yrs. experience in HR- Speed Typing – maximum of 65 to 75 WPM (word per minute)- Knows on Basic write-ups and Internal Correspondence.						
<u>Preference:</u>						
<ul style="list-style-type: none">- With knowledge in PRIME-HRM						

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 31, 2018.**

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Certificate of Training and Employment (if applicable)

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

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District
bcwd.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved by:

ENGR. ANSELMO L. SANG TIAN
General Manager

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Required Competencies						
<ul style="list-style-type: none">- 2 yrs. experience in HR- Basic knowledge on Software Development, Database Management and IT Applications.- Speed Typing – maximum of 65 to 75 WPM (word per minute)						

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