JOB VACANCY

The
INSTITUTIONAL COMMUNITY EXTENSION SERVICES OFFICE
is in need of

ONE (1) FULL-TIME CES PROGRAM MANAGEMENT COORDINATOR

JOB SPECIFICATIONS (QUALIFICATIONS)

Education
Completion of a related bachelor’s degree.

Experience
At least two (2) years of relevant work experience.

Core competencies
Job applicant should exhibit the following mandatory job dimensions at point of entry:
- Professional and Technical Proficiency
- Interpersonal Sensitivity
- Oral and Written Communication Skills
- Organizing Skills
- Initiative, Flexibility and Resourcefulness

In addition, said applicant should be computer literate and capable of applying Microsoft Office Application Programs.

Special Competencies
It is advantageous for the job applicant to exhibit the following desirable job dimensions:
- Leadership
- Creativity and Innovation
- Industry and Perseverance

For any qualified job applicant, kindly prepare the following:
- Application letter
- Resume with picture
- Certified true copy of pertinent academic credentials from the Commission on Higher Education (CHED)

(N.B. Any submitted application with lacking documents will not be processed accordingly.)

Submit the aforementioned documents to:

ARNOLD Q. BARILLO
Human Resource Manager
Holy Cross of Davao College, Inc.
Sta. Ana Avenue 8000 Davao City