

## Qualification Standards of OSG Plantilla Positions with Job Description

| Position   | SG | Education                      | Experience  | Training                                   | Eligibility | Job Description  |
|--|----|--------------------------------|---|--|-------------|--|
| <i>HRMAS</i>   |    |                                |   |  |             |  |
| <b>Administrative Division</b><br><i>(Security, Ground and Building<br/>Maintenance Section)</i> |    |                                | <b>CSC MC No. 10, s. 2005</b><br><b>CSC MC No. 1, s. 1997</b> |  |             |  |
| <b>Administrative Aide I</b><br><br><b>OSGB-ADA1-210-2004</b>                                    | 01 | Must be able to read and write |   | None required<br>(MC 11, s. 96 – Cat. III) |             | <p>Under the direct supervision of the Chief Administrative Officer (CAO) and immediate supervision of the Administrative Officer V of the section where he/she is assigned, performs various tasks, as follows:</p> <ul style="list-style-type: none"> <li>• Sweeps and mops the floor of the division including ASG's/ Director's room daily;</li> <li>• Cleaning the toilet bowls, urinal, wash bowl/lavatory and pantry's wash bowl of the division;</li> <li>• Collecting and disposing the garbage of the division every morning and afternoon;</li> <li>• Cleaning thoroughly the lawyer's/director's/CAO's cubicle by: removing cobweb, dusting the table, cabinet and wiping cubicle wall;</li> <li>• Perform any other tasks that may be assigned by the immediate supervisor which include but not limited to messengerial work and any other errand work.</li> </ul> |