



**Office of the President of the Philippines**

**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

OFFICE	<b>Office of the Executive Director for Local Conflict Transformation</b>
JOB TITLE/POSITION	<b>Administrative Assistant V</b>
JOB LEVEL	Administrative, Salary Grade (SG) 11 (PhP 22,316.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB QUALIFICATIONS	Bachelor's Degree
JOB OBJECTIVES	Provide financial and administrative support to the Office of the Executive Director
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Facilitate the financial and administrative services on the requirement of the official activities including travel meetings and other operational activities as well as the administrative of the Staff</li> <li>2. Accomplish the needed report and liquidations work with regards to the financial and logistical accountability of the Office of the Executive Director</li> <li>3. Handles and maintain the inventory and management of supplies and properties of the Office of the Executive Director; and coordinates with the appropriate entities for the upkeep and repair of the same</li> <li>4. Provides over-all administrative support to the office during meetings, training/workshops, seminars, or other office-led activities, which includes, but is not limited to, preparation of attendance sheets, materials and kits; sending of invitations; confirmation of attendance; serving of meals; and set-up of the venue</li> <li>5. Maintain central files and follow through on document tracking and retrieval</li> <li>6. Perform other tasks or functions that may be assigned and directed by the Executive Director</li> </ol>