



TERMS OF REFERENCE

OFFICE	Office of the Presidential Assistant for Local Conflict Transformation (OPA LCT)
JOB TITLE / POSITION	Executive Assistant III
JOB LEVEL	EA/Technical, SG 20 (Php 60,157.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	Presidential Assistant for Local Conflict Transformation
COORDINATES WITH	All Offices/Programs/Units at OPAPRU Central and Field Unit, other than those under the Local Conflict Transformation and Peace Sustainability (LCT) Cluster, and OPAPRU external clients and stakeholders, as directed by the PA for LCT
JOB QUALIFICATIONS	<p>Education: Bachelor's Degree, preferably in Social Sciences, Political Science, International Studies, Development Studies, Peace Studies, or Peace and Conflict Resolution Education</p> <p>Work Experience: Two (2) years of relevant experience with demonstrated ability in technical writing, effective speaking, and problem-solving/conflict resolution</p> <p>Training: Eight (8) hours of relevant training such as but not limited to complete staff work, protocol and business etiquette, business management, administrative procedures, communications</p> <p>Competencies: Exemplifying Integrity, Service Excellence, Problem-Solving and Decision-Making, Personal Effectiveness, Effective Speaking, Strategy and Innovation, Managing Information, Ability to Perform Duties Objectively (devoid of inherent biases or personal beliefs)</p>
JOB OBJECTIVE	To provide quality, efficient, and timely technical, administrative, and logistical support to the Presidential Assistant for Local Conflict Transformation in the performance of his/her duties and responsibilities.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinate with OPAPRU Units or external clients and assist the PA LCT in the compliance of the general requirements relevant to his various designations and/or functions. 2. Coordinate and consolidate all schedule and activities of the PA LCT relative to the functions of his various designations, ensuring that requirements and/or

	<p>instructions are well-coordinated, provided, or complied with.</p> <ol style="list-style-type: none">3. Facilitate the processing of documents and correspondences relative to the functions of the PA LCT, ensuring appropriate handling of engagements, communications, activities, and classified documents.4. Facilitate the resolution of operational and other relevant concerns raised to the PA LCT.5. Provide necessary technical, administrative, and/or logistical support to the PA LCT during official travels, meetings, and events.6. Perform other duties and functions as may be assigned by the PA LCT.
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