



TERMS OF REFERENCE

OFFICE	Socioeconomic Development Unit – Joint Task Forces on Camps Transformation
JOB TITLE/ POSITION	Administrative Officer II
JOB LEVEL	Administrative, Salary Grade 11 (PhP 22,316.00) Contract Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
JOB OBJECTIVE	To provide administrative and logistical support to the Socioeconomic Unit, particularly the GPH Joint Task Forces on Camps Transformation of the GPH-MILF Peace Process.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Administrative Assistance (coordination and logistics, property supply management, HR procedures, and compliances) 2. Logistics Management (coordination of travel arrangements, event planning, procurement, and inventory management)
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinate administrative activities to support the operations of the GPH Joint Task Forces on Camps Transformation (GPH-JTFCT), including but not limited to: <ol style="list-style-type: none"> a. Managing office supplies and equipment inventory. b. Assisting in the coordination of meetings, conferences, and events. c. Handling correspondence and communication with stakeholders. 2. Provide logistical support for the activities of the GPH-JTFCT, including: <ol style="list-style-type: none"> a. Coordinating travel arrangements for staff, including booking flights, accommodations, and transportation. b. Assisting in the procurement process for goods and services required by the unit. c. Managing inventory and ensuring adequate supplies for office operations. 3. Assist in the implementation of HR procedures and compliances within the unit, including: <ol style="list-style-type: none"> a. Supporting the recruitment process by assisting in the preparation of job advertisements and interview arrangements. b. Assisting in the onboarding process for new staff members. c. Maintaining personnel records and ensuring compliance with HR policies. 4. Collaborate with other administrative staff and units within the organization to facilitate the smooth execution of activities pertinent to the mandate of the JTFCT. 5. Work closely with the Head of Secretariat of the GPH-JTFCT and other GPH-JTFCT personnel to ensure efficient provision of administrative and logistical support to the activities of the GPH-JTFCT. 6. Ensure the safety and confidentiality of documents and information entrusted to the Socioeconomic Development Unit-JTFCT. 7. Perform other duties as assigned by the supervisor or as required by the GPH-JTFCT, similar to and related to the functions enumerated above.