



## TERMS OF REFERENCE

OFFICE	<b>NORM CORE UNIT – JNC SECRETARIAT</b>
JOB TITLE / POSITION	<b>ADMINISTRATIVE OFFICER II</b>
JOB DESIGNATION (if applicable)	Administrative Staff for LNI
JOB LEVEL	Administrative, Salary Grade (SG) 11 – Php 22,316.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MILF Peace Process Office – LNI Team
REPORTS DIRECTLY TO	Peace Program Officer IV, Program Manager I
JOB QUALIFICATIONS (MINIMUM)	<b>Education:</b> Bachelor’s Degree <b>Work Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> None required
JOB OBJECTIVE	To provide support on handling and processing financial matters of the Localizing Normalization Implementation (LNI) Team
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Provide administrative assistance in the MILF PPO;</li><li>2. Provide administrative support on all activities of the MILF PPO;</li><li>3. Assist on reviewing and validating all expenditures of the Program 1.</li></ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Support the gathering data and other related documents, analyzing information, and preparing financial report, with appropriate recommendations;</li><li>2. Ensures timely processing and reporting of compliances of the MILF PPO;</li><li>3. Supervise the monitoring and tracking of incoming and outgoing documents;</li><li>4. Ensure the compliances of the personnel under the MILF PPO to the Human Resources Management Department;</li><li>5. Liaise with the implementing units under Program 1 on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out;</li><li>6. Undertake other tasks as required by the Peace Program Officer IV and Director IV.</li></ol>