

TERMS OF REFERENCE

OFFICE	Combined Secretariat of the GPH Coordinating Committee on the Cessation of Hostilities (GPH CCCH) and GPH Ad Hoc Joint Action Group (AHJAG)
JOB TITLE / POSITION	ADMIN OFFICER II
DESIGNATION (if applicable)	Admin Officer, Combined Secretariat; Finance & Admin Officer, GPH AHJAG
JOB LEVEL	Salary Grade 11 (PhP 22,316.00) – Contract of Service
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Combined Secretariat of the GPH CCCH and GPH AHJAG Office
REPORTS DIRECTLY TO	Chairman, GPH CCCH; Head, Combined Secretariat and Chief Operations Officer of the Combined Secretariat
SUPERVISES	Liquidations, Finance and Logistics of the Office
COORDINATES WITH	CCCH, AHJAG, BIAF – MILF Commanders and Members; IMT, OPAPP and Other Norm Bodies.
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> • Two (2) years of working experience in the field • Ability to act with discretion and maintain confidentiality. • Committed to provide high quality service; quick learner with superb decision-making/problem solving abilities • Willingness to learn and can work under pressure • Team player with flexible time management and multi-tasking abilities • Willingness to travel anywhere in the Conflict Affected Areas in Mindanao (CAAM) • Proficient in the use of the Microsoft Office (MS Excel, MS Office). • Eight hours of relevant training • Excellent in communications and written skills.
JOB OBJECTIVE	To provides daily administrative support of the Combined Secretariat and assist the normalization activities.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Administrative support. 2. Disbursement and liquidation output of the Office. 3. Human Resource and personnel.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Oversees the administrative such as disbursement and liquidations of the Operational Funds and activity-based funds of the CCCH and AHJAG of both GPH and MILF; 2. Consolidates the accomplished Daily Time Records (DTR) of the Combined Secretariat to be submitted to HRMO every end of the month

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| | <ol style="list-style-type: none">3. Facilitates the releasing of Designation/Letter Orders of GPH Securities and MILF Securities assigned in International Monitoring Team Sites and other mechanisms;4. Prepares the contracts and other related documents needed for transactions, payments and liquidations of the CCCH and the AHJAG;5. Facilitates the travel authorities, booking of plane ticket and hotel accommodations of the Office;6. Takes charge of the records of all employees of the Combined Secretariat;7. Acts as Admin and Technical Staff of the GPH CCCH and AHJAG;8. Accounts the Properties and Equipment of the CCCH and AHJAG; and9. Perform other tasks as assigned by the Chairman of the GPH-CCCH, Director of the Combined Secretariat, and/or the Chiefs for the Operations and Admin. |
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