



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) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Socioeconomic Unit – Joint Task Forces on Camps Transformation)
JOB TITLE / POSITION	Administrative Officer II
JOB DESIGNATION (if applicable)	Administrative Officer II
JOB LEVEL	Salary Grade (SG) 11 - Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Office, Datu Odin Sinsuat, Maguindanao del Norte
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 3 years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	To provide financial, 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. Financial management (petty cash, bookkeeping, liquidation, budget preparations, and other financial procedures and compliances) 2. Administrative assistance (coordination and logistics, property supply management, HR procedures and compliances) 3. General services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides financial, administrative and logistics support to the financial requirements of the GPH Joint Task Forces on Camps Transformation (GPH-JTFCT) and its officers, including but not limited to: <ol style="list-style-type: none"> a. Maintains daily financial, accounting and administrative services and requirements of the office; b. Prepares documentary requirements and processing of logistical requirements of all travels, meetings, and other activities of the unit including processing of tickets, hotel accommodation and other travel requirements; c. Prepares budget, cash advances, liquidation reports, reimbursements and other relevant reports of the administrative/logistical support and operations of the office 2. Implements the financial system and management of the office including the following: <ol style="list-style-type: none"> a. Records, maintains and updates a system of accounts payable and accounts receivables of the office; b. Timely processes, manages and monitors the cash advances, liquidations, reimbursements, replenishments of petty cash and other payments. 3. Prepare financial reports and communicate to the JTFCT Focal Person on any administrative and financial issues that may arise;

	<ol style="list-style-type: none">4. Provide administrative support during meetings, conferences, and consultations of the GPH-JTFCT;5. Work and coordinate with the Finance and Administrative offices and all other administrative staffs of concerned units with activities pertinent to the mandate of the JTFCT;6. Work closely with the Head of Secretariat of the GPH-JTFCT and other GPH-JTFCT personnel to ensure seamless provision of administrative and logistics support to the activities of the GPH-JTFCT;7. Ensure safety and completeness of confidential files entrusted to the Socioeconomic Development Unit- JTFCT; and8. Perform such other functions as may be assigned from time to time, or as required by the GPH-JTFCT similar to, and related to the functions enumerated above.
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