



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Administrative Officer III
JOB DESIGNATION (if applicable)	Finance and Administrative Support to Youth and IP Division
JOB LEVEL	Administrative, Salary Grade (SG) 14 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. 1 year of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	To provide efficient general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial management (petty cash, bookkeeping, financial procedures and compliances) 2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances) 3. General services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Maintains and ensures all hard copies and digital files of all incoming and outgoing communications, administrative and financial records are properly filed in the Central Filing System including the monitoring of compliance to requests for inputs or responses; 2. Provides over-all administrative support to the Unit during meetings, training workshops, seminars or other Unit-led activities, which includes but is not limited to the preparation of attendance sheets, materials and kits; sending of invitations; confirmation of attendance; serving of meals and set-up of the venue; 3. Manages the Unit's Petty Cash and the accurate and updated recording of disbursements and actual purchases of duly processed and approved office requisitions in accordance with the standard accounting and auditing; 4. Prepares the budget requests for the cash advances for travel-related activities, liquidation reports and reimbursements of the Director, Staff and Consultants; 5. Monitors and facilitates processing and payment of consultants' professional fees; 6. Manages the schedule/ sets-up meetings and other engagements of the Director for Policy and Programs Development and Advocacy matters; 7. Monitors and updates the calendar of activities (manual and digital) of the Unit Head and staff; 8. Processes submission of leaves, performance evaluation and other HR-related matters and concerns;

	<ol style="list-style-type: none">9. Determines the unit's requirements for supplies, materials, equipment and other office properties and recommends the requisition and acquisition of the same;10. Facilitates the crafting of the Unit Annual Procurement Plan; and,11. Maintains all office equipment and properties and coordinates with the appropriate entities for the upkeep and repair of the same;12. Maintains a record of all accountable properties, facilitates the turn-over of property and equipment, conducts periodic inventory of office properties and submits a periodic report to the FAS; and,13. Performs other tasks as may be assigned
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