



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

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| OFFICE | Inter-Cabinet Mechanism on Normalization (ICCMN) Secretariat |
| JOB TITLE / POSITION | Administrative Officer II |
| JOB DESIGNATION (if applicable) | Administrative Staff, ICCMN Secretariat |
| JOB LEVEL | Administrative, Salary Grade (SG) 11 – Contract of Service |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| UNIT ASSIGNMENT | MILF Peace Process Office |
| REPORTS DIRECTLY TO | Project Manager II and Project Development Officer V |
| COORDINATES WITH | Finance Department, Administrative Department |
| MINIMUM QUALIFICATION | <ol style="list-style-type: none"> 1. Bachelor's degree 2. Required Competency <ul style="list-style-type: none"> - Core (Level 1) - Technical/ Functional (Level 1) |
| JOB OBJECTIVE | To provide support on handling and resolving financial matters of the ICCMN Secretariat |
| KEY ROLES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Ensures timely processing and reporting of compliances of the ICCMN Secretariat; 2. Supervise the monitoring and tracking of incoming and outgoing documents; 3. Ensure the compliances of the ICCMN Secretariat personnel to the Human Resources Management Department; 4. Liaise with the Finance Management Service (FMS) on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out; 5. Assist on reviewing and validating all expenditures of the ICCMN; 6. Undertake other tasks as required by the Peace PDO V and Director IV. |