



TERMS OF REFERENCE

JOB TITLE / POSITION	Administrative Officer II
DESIGNATION (if applicable)	Administrative Officer
JOB LEVEL	Salary Grade (SG) 11, Php 22,316.00, Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Bachelor's Degree relevant to the job Work Experience: None required Training Experience: None required
UNIT ASSIGNMENT	Office of the GPH Peace Implementing Panel (GPIP) Chairperson
REPORTS DIRECTLY TO	GPIP Chairperson and Director of GPIP-MILF Panel Secretariat
SUPERVISES	N/A
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
JOB OBJECTIVE	Provide administrative support to the Office of the GPH Peace Implementing Panel Chairperson
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial management (liquidation, bookkeeping, financial procedures, and compliances) 2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide necessary administrative and logistical support to the Office of the GPH Peace Implementing Panel Chairperson's day-to-day operations, during official travels, meetings, and events; 2. Process payments, cash advance requests, and liquidations of the various activities of the aforementioned; 3. Prepare, review, and monitor liquidation submitted to the Finance; 4. Liaise with OPAPRU units on financial matters to ensure that all financial transactions are within the established processes of the OPAPRU; 5. Served as property custodian of the office of the GPIP Chair; 6. Perform other tasks as may be assigned by the GPIP Chairperson and Director of the GPIP-MILF Panel Secretariat.