



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PAMANA) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Administrative Officer II
JOB LEVEL	Administrative, Salary Grade (SG) 11- Php 22,316.00 CONTRACT OF SERVICE
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Bachelor's Degree Work Experience: None required Training Experience: None required Eligibility: Professional Driver's License
JOB OBJECTIVES	To provide efficient general administrative support service in the daily operations of the PAMANA-NPMO
KEY RESULTS AREAS	Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)
JOB RESPONSIBILITIES	<ul style="list-style-type: none">a) Provide necessary administrative and logistical support to the Head of the NPMO and Staff on the day-to-day operations and during official travels, meetings and events;b) Prepare, review and monitor liquidation submitted to the Finance;c) Liaise with OPAPRU units on financial matters to ensure that all financial transactions are within the established processes of the OPAPRU;d) Served as property custodian of the unit;e) Perform other tasks as may be assigned by the Head of the NPMO, or its designate.