



## TERMS OF REFERENCE

<b>JOB TITLE / POSITION</b>	<b>ADMINISTRATIVE ASSISTANT II – CONTRACT OF SERVICE</b>
<b>DESIGNATION</b>	N/A
<b>JOB LEVEL</b>	SG 11
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>UNIT ASSIGNMENT</b>	Financial Management Service
<b>REPORTS DIRECTLY TO</b>	Chief Administrative Officer (CAO) and Finance Director
<b>SUPERVISES</b>	N/A
<b>COORDINATES WITH</b>	All Finance Staff, all OPAPRU Units
<b>MINIMUM QUALIFICATIONS</b>	Education: Bachelor's Degree relevant to the job Work Experience: None required Training Experience: None required
<b>JOB OBJECTIVE</b>	1. Provide administrative support to the Financial Management Service.
<b>KEY RESULT AREAS</b>	1. Maintenance and management of filing of Financial documents and other reports of the Financial Management Service.
<b>KEY ROLES AND RESPONSIBILITIES</b>	1. Prepares tracking number of incoming and outgoing documents from/ to other Offices/Units and Services. 2. Encode the incoming and outgoing documents under the Document Tracking System (DTS) prior to each section/division of the FMS. 3. Handles the routing and receipt of documents. 4. Coordinates with other Units for document tracking. 5. Facilitates the proper documentation of official communications and documents for other Government, private, and Peace Partner offices. 6. Encodes and updates various correspondence, reports, and other documents of the Finance Director. 7. Performs other tasks that the Chief Administrative Officer (CAO) and Finance Director may assign.