



Terms of Reference

OFFICE	Field Operations Support Unit (FOSU)
JOB TITLE / POSITION	Administrative Officer II (AO II) - Contract of Service
JOB DESIGNATION (if applicable)	Administrative Officer II
JOB LEVEL	Salary Grade (SG) 11
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
JOB OBJECTIVE	To provide financial, administrative, and logistical support to the Field Operations Support Unit (FOSU).
KEY RESULT AREAS	<ol style="list-style-type: none">1. Financial management (petty cash, bookkeeping, liquidation, budget preparations, and other financial procedures and compliances)2. Administrative assistance (coordination and logistics, property supply management, HR procedures and compliances)3. General services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides financial, administrative and logistics support to the financial requirements of FOSU and its officers, including but not limited to:<ol style="list-style-type: none">a. Maintains daily financial, accounting and administrative services and requirements of the office;b. Prepares documentary requirements and processing of logistical requirements of all travels, meetings, and other activities of the unit including processing of tickets, hotel accommodation and other travel requirements;c. Prepares and processes budget, cash advances, liquidation reports, reimbursements and other relevant reports of the administrative/logistical support and operations of the office;d. Facilitates procurement and supply requirements of the office.2. Implements the financial system and management of the office including the following:<ol style="list-style-type: none">a. Records, maintains and updates a system of accounts payable and accounts receivables of the office;b. Timely processes, manages and monitors the cash advances, liquidations, reimbursements, replenishments of petty cash and other payments.3. Maintains a database and filing system of all incoming and outgoing administrative documents and ensures that these processed timely and properly, including updates on status of transactions relative to the activities of FOSU;4. Serves as focal administrative staff at the OPAPRU Central Office for administrative transactions of FOSU;

	<ol style="list-style-type: none"> 5. Provide administrative support during meetings, conferences, and consultations of FOSU; 6. Work and coordinate with the Finance and Administrative offices and all other administrative staffs of concerned units with activities pertinent to the mandate of FOSU; 7. Work closely with the Unit Head of FOSU and other unit personnel to ensure seamless provision of administrative and logistics support to the activities of FOSU; and 8. Perform such other functions as may be assigned from time to time, or as required by United Head of FOSU similar to, and related to the functions enumerated above.
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