



## TERMS OF REFERENCE

OFFICE	<b>MNLF Peace Process Office</b>
JOB TITLE / POSITION	<b>ADMINISTRATIVE OFFICER II</b>
JOB DESIGNATION (if applicable)	Finance and Administrative Assistant
JOB LEVEL	1 - Administrative (Salary Grade 11, PhP 22,316.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To provide efficient general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Financial management (bookkeeping, financial procedures and compliances)</li> <li>2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)</li> <li>3. General services</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides over-all administrative support during meetings, training workshops, seminars or other office-led activities, which includes but not limited to the preparation of attendance sheets, materials and kits; sending of invitations; confirmation of attendance; serving of meals and set-up of the venue;</li> <li>2. Prepares the budget requests for the cash advances for travel-related activities, liquidation reports and reimbursements of the Staff and Consultants of the Political Engagement Division (PED);</li> <li>3. Monitors and facilitates processing and payment of consultants' professional fees under Political Engagement Division;</li> <li>4. Facilitate procurement and safeguarding/inventory of office equipment and supplies;</li> <li>5. Maintains and ensures all hard copies and digital files of all incoming and outgoing communications, administrative and financial records are properly filed in the Central Filing System including the monitoring of compliance to requests for inputs or responses.</li> <li>6. Processes submission of leaves, performance evaluation and other HR-related matters and concerns;</li> <li>7. Assist the Senior Administrative Officer in crafting of the Unit Annual Procurement Plan;</li> <li>8. Assist the Technical Staff in the preparation of Financial Plan of the Division; and</li> <li>9. Performs other tasks or functions as may be directed.</li> </ol>

