



TERMS OF REFERENCE

JOB TITLE / POSITION	ADMINISTRATIVE ASSISTANT VI
JOB LEVEL AND STATUS	Administrative, Salary Grade (SG) 12 (PHP 32,245.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Payapa at Masaganang Pamayanan (PAMANA) - National Program Management Office (NPMO)
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Transformation Division, and Head of Political Engagement Division
JOB OBJECTIVES	1. To provide efficient general administrative support service in the daily operations of the PAMANA-NPMO
KEY RESULT AREAS	1. Administrative assistance (coordination and logistics, property and 2. supply management, HR procedures and compliances)
MINIMUM QUALIFICATION	Education: Completion of 2-year college studies Work Experience: 2 years relevant experience Training Experience: 8 hours relevant training
KEY ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none">a. Responsible for the establishment, operation, and maintenance of the PAMANA database:<ul style="list-style-type: none">1. Review and validate reports submitted by implementing agencies;2. Coordinate with implementing agencies on data issues and concerns;3. Ensure that all data gathered are accurately encoded and analyzed and keep backup of database and files;4. Participate and/or organize bilateral meetings with implementing agencies on data and/or project implementation issues and concerns;5. Provide accurate data report to management for planning and decision-making purposes;6. Respond to requests for data upon authorization of the Program Management; and,7. Prepare usable and intuitive knowledge productsb. Maintain the documentation and filing of reports;c. Maintain filing system and records keeping;d. Provide complete staff work and technical assistance to planning, programming, implementation and monitoring and evaluation initiatives for the PAMANA Program in collaboration with concerned OPAPP Units and implementing agencies;e. Perform related tasks that may be assigned by the Director IV of the Unit.