



TERMS OF REFERENCE

OFFICE	Socioeconomic Development Unit - Joint Task Forces on Camp Transformation (JTFACT) Secretariat
JOB TITLE / POSITION	Administrative Officer II
JOB LEVEL	Administrative – Salary Grade 11 (PhP 22,316.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office – Maguindanao Del Norte
UNIT ASSIGNMENT	Joint Task Force on Camps Transformation (JTFACT) Secretariat
REPORTS DIRECTLY TO	Head of Unit
COORDINATES WITH	<ul style="list-style-type: none"> - JTFACT and other OPAPRU Offices/Services - JTFACT and other Peace Process Mechanisms
JOB OBJECTIVE	Provides administrative and logistical support in the operations of the Socioeconomic Unit particularly the GPH Joint Task Forces on Camps Transformation of the GPH-MILF Peace Process
KEY RESULT AREAS	Administrative Service
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Monitor the attendance of all JTFACT Secretariat field personnel; 2. Prepare the monthly report of absences and tardiness; 3. Assist the Unit Head in the implementation of administrative rules and regulations; 4. Monitor, record, and organize the storage of incoming and outgoing documents; 5. Assist in the preparation of memoranda and budgetary requirements; 6. Draft memoranda, letters, administrative reports, and other pertinent documents; 7. Process payments of various service provider; 8. Prepare liquidation reports; 9. Monitors the Financial Status and reports regularly of its updates; and 10. Perform other tasks as may be assigned by the Unit Head.