



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



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| OFFICE | MILF PEACE PROCESS OFFICE |
| JOB TITLE / POSITION | Administrative Officer I |
| DESIGNATION | Administrative Officer |
| JOB LEVEL | Admin, Salary Grade (SG) 10 – Php 20,219.00 Contract of Service |
| PLACE OF ASSIGNMENT | OPAPRU Lanao Team Site |
| UNIT ASSIGNMENT | MILF Peace Process Office – LNI Team |
| REPORTS DIRECTLY TO | Project Development Officer V/ Peace Program Officer IV / Program Manager I |
| SUPERVISES | N/A |
| JOB QUALIFICATIONS (MINIMUM) | Education: Bachelor's Degree Work Experience: None required Training: None required Eligibility: None required Others: Preferably from area of assignment |
| JOB OBJECTIVE | To provide administrative support on the LNI program |
| KEY ROLES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Draft necessary documents for the logistical and administrative requirements of the LNI Program in the province; 2. Prepare After-Activity Reports (AAR); 3. Assist in coordinating with the Normalization Mechanism and other agencies in the conduct of workshops, meetings, and other LNI-related activities; 4. Ensure the timely processing and reporting of compliance requirements related to LNI activities; 5. Monitor and track incoming and outgoing communications and reports; 6. Assist in reviewing and validating all LNI-related documents; 7. Provide administrative support to all activities of the LNI Team; and 8. Undertake other tasks as assigned by the MILF PPO Director, Division Chief, and LNI Program Manager I. |