



TERMS OF REFERENCE

OFFICE	General Administrative Support Service (GASS)
JOB TITLE / POSITION	Chief Administrative Officer (CAO)
JOB LEVEL	Supervisory, Salary Grade (SG) 24 Php 98,185.00
PLACE OF ASSIGNMENT	OPAPRU-Central Office, Metro Manila
REPORTS DIRECTLY TO	GASS Director/Unit Head
MINIMUM REQUIREMENTS	<ol style="list-style-type: none"> 1. Bachelor's degree preferably in engineering, law, business administration or related discipline; 2. Master's Degree or Certificate of Leadership and Management from the Civil Service Commission (CSC); 3. At least three (3) years of administrative supervisory position; 4. 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; and 5. Career Service Professional/Second Level eligibility
SKILLS AND QUALIFICATION	<ol style="list-style-type: none"> 1. Preferably with Certificate of Public Procurement Specialist or advanced training in public procurement 2. At least three (3) years of relevant experience in project preparation, processing and implementation with substantial experience in procurement and contract management related to goods and services; 3. Ability to manage priorities and workload within general schedule of work, instructions and standardized practices; 4. Strong conceptual skills and ability to identify issues and appropriate actions; 5. Excellent written and report-writing as well as verbal communication skills
COORDINATES WITH	All OPAPRU offices and services
JOB OBJECTIVE	Responsible for the supervision of activities of the agency pertaining to procurement planning, purchasing, contract management and monitoring.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Contract and Risk Management 2. Compliance to procurement process and its relevant laws, including implementing rules and regulations. 3. Effective sourcing strategies when conducting market analysis and identifying potential suppliers. 4. Effective strategies for cost efficiency favorable to the government.

<p>KEY ROLES AND RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Responsible for the planning and implementation of procurement activities specifically on: <ol style="list-style-type: none"> a. Coordinate and monitor all procurement activities of the agency b. Provide technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMP) c. Manage and monitor all phases of the procurement process d. Create and maintain a price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors and consultants 2. Align procurement goals with the agency deliverables, as well as market trends. 3. Ensure the provision of secretariat services to the Bids and Awards Committee (BAC). 4. Ensure the compliances of service providers and suppliers based on the terms of the contract as awarded. 5. Ensure the compliance to other government instrumentalities and its relevant rules and regulation of government procurement. 6. Supervise the Procurement Management Division (PMD) of the General Administrative Support Service (GASS). 7. Provide regular reports on the status of procurement projects based on the Annual Procurement Plan (APP) of the agency. 8. Performs other tasks as may be assigned by the PA for FAS/ Service Head
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