



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
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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 Zamboanga 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; and8. Undertake other tasks as assigned by the MILF PPO Director, Division Chief, and LNI Program Manager I.