



TERMS OF REFERENCE

OFFICE	JOINT PEACE AND SECURITY COMMITTEE
JOB TITLE/POSITION	Administrative Officer III (AO III)
JOB LEVEL	Salary Grade (SG) 14 Php 29,277.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office – Office of the Presidential Assistant for Bangsamoro Transformation (OPABT)
JOB OBJECTIVE	To provide financial & administrative, and logistical support to the Joint Peace and Security Committee (JPSC) and Joint Peace and Security Team (JPST)
KEY RESULTS AREAS	<ol style="list-style-type: none"> 1. Financial management (petty cash, bookkeeping, liquidation, budget preparations, and other financial procedures and compliances) 2. Administrative assistance (coordination and logistics, property supply management, HR procedures and compliances) 3. General services
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides financial, administrative and logistics support to the financial requirements of the Joint Peace and Security Committee and Joint Peace and Security Team and its officers, including but not limited to: <ol style="list-style-type: none"> a. Maintains daily financial, accounting and administrative services and requirements of the office; b. Prepares documentary requirements and processing of logistical requirements of all travels, meetings, and other activities of the unit including processing of tickets, hotel accommodation and other travel requirements; c. Prepares and processes budget, cash advances, liquidation reports, reimbursements and other relevant reports of the administrative/logistical support and operations of the office; d. Facilitates procurement and supply requirements of the office. 2. Implements the financial system and management of the office including the following: <ol style="list-style-type: none"> a. Records, maintains and updates a system of accounts payable and accounts receivables of the office; b. Timely processes, manages and monitors the cash advances, liquidations, reimbursements, replenishments of petty cash and other payments. 3. Maintains a database and filing system of all incoming and outgoing administrative documents and ensures that these processed timely and properly, including updates on status of transactions relative to the activities of the JPSC; 4. Serves as focal administrative staff at the OPAPRU Central Office for administrative transactions of the JPSC and JPSTs;



	<ol style="list-style-type: none">5. Provide administrative support during meetings, conferences, and consultations of the JPSC and JPSTs;6. Work and coordinate with the Finance and Administrative offices and all other administrative staffs of concerned units with activities related or under the purview of the JPST and JPSTs;7. Work closely with the GPH JPSC Head of Secretariat, Admin Staff on the ground and other OPAPRU Secretariat personnel to ensure seamless provision of administrative and logistics support to the activities of the JPSC; and8. Perform such other functions as may be assigned from time to time, or as required by the Head of Secretariat and/or JPSC similar to, and related to the functions enumerated above.
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