



TERMS OF REFERENCE

OFFICE	Independent Decommissioning Body
JOB TITLE / POSITION	Administrative Officer III (Logistics Officer)
JOB LEVEL	Administrative, Salary Grade 14 – Contract of Service (PhP 29,277.00)
PLACE OF ASSIGNMENT	IDB Headquarters, Cotabato City
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Graduate degree in Logistics or other relevant field of study 3 years of relevant experience2. Three years of relevant experience within logistics management and implementation3. Professional knowledge in working on logistics in GOs, IOs, or NGOs4. 8 hours of relevant training
JOB OBJECTIVE	<ol style="list-style-type: none">1. Assist in the overall goal of IDB according to the IDB Terms of Reference2. Adhere to IDB Standard Operating Procedures (SOP), rules and policies3. To efficiently and effectively provide transformative operations initiatives with strategic management of logistics and provide administrative support to the Logistics and Engineering Section.
KEY RESULT AREAS	<ol style="list-style-type: none">1. Inventory management2. Monitoring of Utility Bills3. Administrative Support (coordination, Office Lease Processing, and OPAPRU procedures and compliances)4. Property and Supply Management
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in the Logistics and Engineering Services Coordinator in providing related Logistics Support to all IDB facilities.2. Responsible for monitoring material transported and delivered in all IDB facilities.3. Responsible for review, verification, and reconciliation of documents for logistics support.4. Support with developing and preparing complex databases, reports, and/or presentation materials for the logistics unit.5. Provides support in the maintenance of an electronic filing system for administrative documentation that guarantees swift retrieval of requested documents.6. Act as overall asset inventory custodian of IDB.7. Performs other tasks assigned by the management and Logistics and Engineering Services Coordinator.