



### TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	<b>Administrative Aide VI</b>
JOB DESIGNATION (if applicable)	Driver
JOB LEVEL	Salary Grade (SG) 6 - Php 15,524.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Elementary Graduate Work Experience: None required Training Experience: None required Eligibility: Professional Driver's License
JOB OBJECTIVE	To provide efficient general administrative support service in the daily operations of the SHAPEO
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Operates the service vehicle of the SHAPEO during official travel/transport of documents.</li><li>2. Responsible for the accomplishment of the trip ticket and other related documents.</li><li>3. Delivers official communications and documents within OPAPRU and/or to government and private offices and peace partners.</li><li>4. Responsible for the cleanliness and maintenance of the service vehicle.</li><li>5. Strictly observe Traffic Rules and Regulations and speed limit as imposed by the law.</li><li>6. Conducts routine check up on the overall condition of the vehicle</li><li>7. Parks the vehicle at the appropriate and designated parking area within and outside the office vicinity.</li><li>8. Monitors expiration and renewal of driver's license as well as vehicle registration and insurance.</li><li>9. Responsible for the cleanliness and maintenance of the service vehicle.</li><li>10. Always maintain the cleanliness of the assigned vehicle (washing of the vehicle) and ensure that it is in good running condition.</li><li>11. Coordinates and facilitates the papers of the vehicle for repair / Takes the vehicle to the car shop for repair and maintenance.</li><li>12. Schedules the use of service vehicle for the convenience of the SHAPEO Director/Head.</li><li>13. Stops the engine and electric power of the vehicle during "waiting time" to conserve fuel.</li><li>14. Responsible for providing written reports involving any vehicle incident/accident.</li><li>15. Provides administrative assistance when necessary, such as doing errands during events/ activities or routing of documents.</li><li>16. Perform other duties as may be assigned by its superior.</li></ol>