



TERMS OF REFERENCE

OFFICE	General Administrative Support Service (GASS) - Information and Communications Technology Division (ICTD)
JOB TITLE / POSITION	Chief Administrative Officer (CAO)
DESIGNATION	Division Head, Information and Communications Technology Division (ICTD)
JOB LEVEL	Technical, Salary Grade (SG) 24 (PhP94,132.00); Contractual
PLACE OF ASSIGNMENT	OPAPRU-Central Office, Metro Manila
MINIMUM REQUIREMENTS	Education: Master's Degree or Certificate of Leadership and Management from the Civil Service Commission (CSC) Work Experience: At least four (4) years of experience in a supervisory or managerial position on IT related Training Experience: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
REPORTS DIRECTLY TO	GASS Director/Unit Head
SUPERVISES	All technical and administrative staff under GASS-ICTD
COORDINATES WITH	All OPAPRU offices and services
JOB OBJECTIVE	Responsible for the assistance in supervision of the operations of GASS, in support of the Unit Head.
KEY RESULT AREAS	Development and updating of OPAPRU Information Systems Strategy Plan (ISSP); on-line network and security performance/compliance; data protection; and smooth IT operations, systems and services
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assists the GASS Director/Unit Head in the management and execution of the Service's Terms of Reference and Work Plan covering ICT Programs;2. Supervises officers under ICTD, including all Sections under it;3. Implements government administrative policies and issuances, and formulates internal guidelines related to information communication systems for the OPAPRU;4. Assists the GASS Head in the supervision of the administrative (personnel management, staff development, and general services requirements) of the ICTD;5. Development of strategic plans/programs on information systems aligned to the over-all goals and objectives of the agency/organization (e.g. Information System Strategic Plan, Enterprise Resource Planning);6. Assists the GASS Head in monitoring and mandatory compliance to concerned OPAPRU policies and other issuances of other government policies and guidelines (e.g. data privacy and document management)7. Serves as an alternate to the GASS Head in various inter-agency and inter-unit committees and mechanisms; and8. Performs other tasks as may be assigned by the GASS Head and/or the Presidential Assistant for Internal Management Cluster.