



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



OFFICE	OFFICE OF THE PRESIDENTIAL ASSISTANT FOR INTERNAL MANAGEMENT CLUSTER (OPAIMC)
JOB TITLE / POSITION	PEACE PROGRAM OFFICER II
JOB LEVEL	Salary Grade (SG) 15 - Php 40,208.00 Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Relevant Bachelor's degree Work Experience: 1 year of relevant experience Training Experience: 4 hours of relevant training
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. Manage the financial and administrative requirements of the unit and 2. Ensure compliance to government rules and regulations and other reportorial requirements of the office
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial and Administrative Functions 2. Liaison, Coordination and Facilitation
DUTIES AND RESPONSIBILITIES	<p>Provides financial and administrative support to the financial requirements of Office of the Presidential Assistant for Internal Management (OPA-IMC), including but not limited to:</p> <ol style="list-style-type: none"> a. Prepares Work and Financial Plan (WFP)/Annual Procurement Plan of OPAFAS b. Prepares communication (memorandum and accomplishment report) c. Coordinates with the personnel of FAS regarding finance and administrative matters d. Respond to inquiries from internal office and partner agencies e. Provides administrative and financial support to the office. f. Prepares budget requests and financial reports relative to all activities of the Office which includes the following g. Cash advance for all local and international travels h. Petty cash for day-to-day activities i. Responsible for preparation of financial statements, supervising the purchasing, maintaining accounts and managing office operations j. Collaborate with the responsible officer in the planning, organization, operation and evaluation of the administrative service k. Assists in the control, distribution and allocation of funds such as processing vouchers, requisition for supplies and materials equipment

	<ul style="list-style-type: none">l. Administer and manage the logistics and contracts for services with service providers such as travel agents, hotels and other partner agenciesm. Prepares technical reports and other reportorial requirements of the office for OPAPRU;n. Serves as focal person for planning, monitoring and evaluation of the office;o. Attends internal and external meetings of the office, as necessary;p. Performs other functions as may be assigned by the PAFAS.
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