



TERMS OF REFERENCE

OFFICE	Transitional Justice and Reconciliation Office
JOB TITLE / POSITION	Administrative Assistant III
DESIGNATION (if applicable)	Administrative
JOB LEVEL	Administrative/ Salary Grade 9 (PhP18,763.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU TJRO (Cotabato Office)
MINIMUM QUALIFICATION	Education: 2-year college/72 units Experience: One (1) year of relevant working experience Training: Four (4) hours of relevant training
JOB OBJECTIVE	To provide general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none">1. Administrative assistance (coordination and logistics, HR procedures and other compliance, property and supply managements)2. General services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide administrative support during meetings, training workshops, seminars or other unit-led activities, which includes but not limited to reservation of banquet/functions, tickets and hotel accommodations; facilitate vehicle requests and logistical arrangements; preparation of attendance sheets; reproduction of materials and kits, etc.2. Take charge in the timely submission of final liquidations, disbursements and records to OPAPRU-FAS.3. Manage the flow of incoming and outgoing documents and communication of the unit.4. Facilitate collection and submission of HR requirements (DTR, PDS, SALN, SPMS/IPCR, etc.) for the TJR-Cotabato Office personnel.5. Maintain/update records of all unit's properties, calendar of activities, directory of contacts, etc.6. Assist the administrative officer in completing the office/ liquidation compliance.7. Perform other tasks as may be directed by the unit head or the immediate supervisor.