



### TERMS OF REFERENCE

<b>JOB TITLE / POSITION</b>	<b>Administrative Assistant IV</b>
<b>DESIGNATION (if applicable)</b>	Administrative Assistant
<b>JOB LEVEL</b>	Administrative, Salary Grade 10 (PhP 20,219.00) Contract Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>UNIT ASSIGNMENT</b>	CPP-NPA-NDF Peace Process Office
<b>REPORTS DIRECTLY TO</b>	Peace Program Officer V, Director of CPPO
<b>SUPERVISES</b>	N/A
<b>COORDINATES WITH</b>	All OPAPRU offices/services, government agencies, and other stakeholders
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: Completion of 2-yr college studies Experience: Two (2) years of relevant working experience Training: Eighth (8) hours of relevant training
<b>JOB OBJECTIVE</b>	Provide administrative support for the LPEO in managing all office engagements in OPAPRU
<b>KEY RESULT AREAS</b>	1. Administrative assistance 2. General services
<b>KEY ROLES AND RESPONSIBILITIES</b>	1. Assist in the processing of payments, advance requests and liquidations related to implementation of projects and activities; 2. Assist in the preparation of the liquidations of the office and recommends actions for any outstanding issues that may impede project implementation; 3. Ensure timely liquidation and replenishment of the petty cash for the LPEO; 4. Liaise with OPAPRU units on financial and administrative matters and ensures that all administrative and financial transactions are properly carried out; 5. Ensure that budget requirements from other units in relation to LPEO activities comply with the standard budget requirements and tranche payment set by OPAPRU; 6. Monitors implementation of 5s in the office; 7. Serve as property custodian of the LPEO to ensure safety and monitoring of the whereabouts of all the properties assigned to the LPEO; and 8. Performs other tasks that will be assigned from time to time by the Director.