



TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Administrative Officer II
JOB DESIGNATION (if applicable)	Administrative Officer
JOB LEVEL	Salary Grade (SG) 11 - Php 22,316.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Relevant Bachelor's Degree Work Experience: None required Training Experience: None required
JOB OBJECTIVE	Provide administrative support for the SHAPEO in managing all office engagements in OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none">1. Administrative Assistance2. General Services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in the processing of payments, cash advance requests and liquidations related to implementation of projects and activities;2. Assist in the preparation of the liquidations of the office and recommends action for any outstanding issues that may impede project implementation;3. Ensure timely liquidation and replenishment of the petty cash for the SHAPEO;4. Liaise with OPAPRU units on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out;5. Monitor implementation of 5S in the Office;6. Serve as property custodian of the SHAPEO to ensure safety and monitoring of the whereabouts of all properties assigned to the SHAPEO; and7. Performs other tasks that will be assigned from time to time by the Director.