



TERMS OF REFERENCE

OFFICE	Human Resource Management Service
JOB TITLE / POSITION	ADMINISTRATIVE OFFICER III
DESIGNATION (if applicable)	Human Resource Generalist
JOB LEVEL	SG 14 (Php. 37,024.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Employee Welfare and Relations Section
REPORTS DIRECTLY TO	Supervising Administrative Officer, Chief Administrative Officer, HRMS Director
SUPERVISES	N/A
COORDINATES WITH	All HR officers, all OPAPRU units, HR external partners and stakeholders
MINIMUM QUALIFICATION	Education: Bachelor's Degree relevant to the job Experience: 1 year relevant working experience (HR-related experience preferred) Training: 4 hours relevant training experience (HR-related training experience preferred)
JOB OBJECTIVE	Responsible for the effectiveness of the Employee Relations and Welfare functions to coordinate alignment with the HRMS mandate, and to maintain continued and sustained empowerment and motivation of human resources.
KEY RESULT AREAS	<ol style="list-style-type: none">1. Responsible for the over-all well-being of the OPAPRU;2. Provide high quality service to the OPAPRU Employee and Personnel and is driven to achieve the strategic objectives of the HRMS particularly in the Employee Welfare and Relations Section; and3. Review, conduct of research, special study or survey designed to improve existing employee welfare.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Takes steps to address the welfare and development needs of employee and personnel by providing a welfare development plan;2. Takes proactive measures in employee relations and make sure that grievances and disciplinary processes are handled according to the policies;3. Provides secretariat support to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, Grievance Committee, Committee on Decorum and Investigation (CODI) of Sexual Harassment cases, Special Events Committee, Disaster and Risk Reduction group, and others;

	<ol style="list-style-type: none"> 4. Acts as Gender and Development (GAD) focal and provide support in effective implementation of HR policies, programs, and projects on gender mainstreaming; 5. Develop and maintain database of welfare activities as well as the date of implementation of programs for GAD, PWD, and Senior Citizens; 6. Provides technical assistance to the HRMS in drafting memoranda, activity proposal, reports, and official communications relative to employee welfare programs; 7. Provides administrative supports during the HRMS' major activities; 8. Takes charge of the General Assembly schedule of all OPAPRU services and offices; 9. Performs other tasks that may be assigned by the HRMS Director, Chief Administrative Officer and Supervising Administrative Officer.
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