



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PaMaNa) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Administrative Officer III
JOB LEVEL	Administrative, Salary Grade (SG) 14 (29,277.00) Contract of Service
PLACE OF ASSIGNMENT	Official Duty Station: OPAPRU Central Office
JOB OBJECTIVES	To provide efficient general administrative support service in the daily operations of the PaMaNa- NPMO
KEY RESULTS AREAS	<ul style="list-style-type: none">▪ Financial management (liquidation, bookkeeping, financial procedures, and compliances)▪ Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)
JOB RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide necessary administrative and logistical support to the Head of the NPMO and Staff on the day-to-day operations and during official travels, meetings and events;2. Process payments, advance request, and liquidations submitted by the NPMO;3. Prepare, review and monitor liquidation submitted to the Finance;4. Liaise with OPAPRU units on financial matters to ensure that all financial transactions are within the established processes of the OPAPRU;5. Served as property custodian of the unit;6. Perform other tasks as may be assigned by the Head of the NPMO, or its designate.