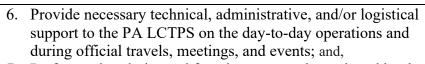Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center,1605 Pasig City Tel (+632) 636-0701 Fax No:(+632) 638-2216

BAGONG PILIPINAS

TERMS OF REFERENCE

OFFICE	**Office of the Presidential Assistant for Local Conflict Transformation and Peace Sustainability**
JOB TITLE / POSITION	**Executive Assistant III**
JOB LEVEL	Technical, Salary Grade (SG) 20 – Contractual (PhP 57,347.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATION	1. Bachelor's degree 2. 2 years of relevant experience 3. 8 hours of relevant training
COORDINATES WITH	All Offices/Programs/Units at OPAPRU Central and on the ground other than those under the Local Conflict Transformation and Peace Sustainability (LCTPS) Cluster, and OPAPRU external clients and stakeholders, as directed by the PA for LCTPS
JOB OBJECTIVE	1. Ensure that the technical requirements of the OPA LCTPS are provided in a quality, timely and efficient manner; 2. Ensure the smooth operations of the OPA LCTPS through proper handling of engagements, communications, activities and documents; 3. Provide efficient general technical, administrative, and/or logistical support to the daily operations of the OPA LCTPS; and, 4. Facilitate the resolution of operational and other issues raised to the OPA LCTPS.
DUTIES AND RESPONSIBILITIES	1. Coordinate all activities of the PA LCTPS for the smooth operations of the office; 2. Serve as the focal person in the processing of correspondences of the PA LCTPS; 3. Coordinate with OPAPRU units and assist the PA LCTPS in the technical requirements relevant to his various designations/functions; 4. Serve as the primary focal person in consolidating the schedule of the PA LCTPS relative to the functions of his various designations; 5. Handle the appointments schedule of the PA LCTPS and ensure that all logistical requirements relative thereto are well-coordinated and provided;

| | 6. Provide necessary technical, administrative, and/or logistical support to the PA LCTPS on the day-to-day operations and during official travels, meetings, and events; and, |
| | 7. Perform other duties and functions as may be assigned by the PA LCTPS. |