



TERMS OF REFERENCE

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| OFFICE | MNLF Peace Process Office |
| JOB TITLE / POSITION | Administrative Assistant III |
| JOB DESIGNATION (if applicable) | Finance and Administrative Assistant |
| JOB LEVEL | Administrative, Salary Grade (SG) 9 - Contract of Service (P18,763.00) |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| JOB OBJECTIVE | To provide efficient general administrative support service in the daily operations of the unit |
| KEY RESULT AREAS | <ol style="list-style-type: none">1. Financial management (petty cash, bookkeeping, financial procedures and compliances)2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)3. General services |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none">1. Provides over-all administrative support to the Transformation Division during meetings, training workshops, seminars or other unit-led activities, which includes but not limited to the preparation of attendance sheets, materials and kits; sending of invitations; confirmation of attendance; serving of meals and set-up of the venue;2. Prepares the budget requests for the cash advances for travel-related activities, liquidation reports and reimbursements of the Staff and Consultants of the Transformation Program and Political Engagement Division;3. Monitors and facilitates processing and payment of consultants' professional fees;4. Manages the schedule/ sets-up meetings and other engagements of the TD;5. Assist the Senior Administrative Officer in crafting of the Unit Annual Procurement Plan;6. Assist the Technical Staff of the TD in the preparation of Financial Plan of the department; and7. Performs other tasks or functions as may be directed. |