



OFFICE	<b>MILF PEACE PROCESS OFFICE</b>
JOB TITLE / POSITION	<b>Administrative Officer I</b>
DESIGNATION	Administrative Officer
JOB LEVEL	Admin, Salary Grade (SG) 10 – Php 20,219.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office
UNIT ASSIGNMENT	MILF Peace Process Office – LNI Team
REPORTS DIRECTLY TO	Project Development Officer V/ Peace Program Officer IV / Program Manager I
SUPERVISES	N/A
JOB QUALIFICATIONS (MINIMUM)	<b>Education:</b> Bachelor's Degree <b>Work Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> None required <b>Others:</b> Preferably from area of assignment.
JOB OBJECTIVE	To provide administrative support on the LNI program
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Draft necessary documents for the logistical and administrative requirements of the LNI Program in the province;</li><li>2. Prepare After-Activity Reports (AAR);</li><li>3. Assist in coordinating with the Normalization Mechanism and other agencies in the conduct of workshops, meetings, and other LNI-related activities;</li><li>4. Ensure the timely processing and reporting of compliance requirements related to LNI activities;</li><li>5. Monitor and track incoming and outgoing communications and reports;</li><li>6. Assist in reviewing and validating all LNI-related documents;</li><li>7. Provide administrative support to all activities of the LNI Team; and</li><li>8. Undertake other tasks as assigned by the MILF PPO Director, Division Chief, and LNI Program Manager I.</li></ol>