



TERMS OF REFERENCE

OFFICE	NATIONAL PEACE ENGAGEMENT
JOB TITLE / POSITION	Administrative Officer III
DESIGNATION (if applicable)	Administrative Officer
JOB LEVEL	SG 14 Php 29,277.00, Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	GPH Panel Secretariat for Talks with CPP-NPA-NDF
REPORTS DIRECTLY TO	Director of GPH Panel Secretariat
SUPERVISES	AO II
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
JOB OBJECTIVE	Provide administrative support for the GPH Panel Secretariat in managing all office engagements in OPAPRU
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree relevant to the job Experience: Preferred two (2) years relevant work experience Training: Four (4) hours relevant training intervention
KEY RESULT AREAS	1. Administrative assistance 2. General services
KEY ROLES AND RESPONSIBILITIES	1. Acts as the focal person for financial matters; 2. Performs essential functions such as processing of payment, cash advances and liquidations, including monitoring of the same; 3. Prepares financial reports with appropriate recommendations; 4. Prepares supporting documents such as RFQs, estimated budgetary requirements, itinerary of travel, others; 5. Manages finance related files; 6. Facilitates the request of finance related documents such as ORS/DV, ADA etc; 3. Process payments, advance requests and liquidations related to implementation of projects and activities; 4. Review liquidations of the office and recommends actions for any outstanding issues that may impede project implementation; 5. Ensure timely liquidation and replenishment of the petty cash for the GPH Panel Secretariat; 6. Produce financial reports and communicate with the GPH Panel Secretariat Director on any financial issues that arise in the implementation of projects and activities; 7. Ensure that budget requirements from other units in relation to GPH Panel Secretariat activities comply with the standard budget requirements and tranche payment set by OPAPRU; and 8. Performs other tasks that will be assigned from time to time by the Director.