



## **TERMS OF REFERENCE**

OFFICE	<b>PEACE PANEL AND POLITICAL CONCERNS OFFICE (PPPCO)</b>
JOB TITLE/POSITION	<b>ADMINISTRATIVE ASSISTANT (AA) II</b>
DESIGNATION (If applicable)	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• NG IGRB Secretariat</li> </ul>
JOB LEVEL	Administrative, Salary Grade 8 (Php 20,534.00) – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
JOB OBJECTIVE	To provide administrative, clerical, and liaison support to ensure efficient daily operation of the unit
MINIMUM JOB QUALIFICATIONS	Education: Completion of two (2) years in college Work Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training
JOB PREFERENCE	<ol style="list-style-type: none"> <li>1. With polite and professional communication and interpersonal skills</li> <li>2. Familiar with Metro Manila, government offices, and other partner agencies.</li> <li>3. Willing to travel to various areas, such as the Bangsamoro Autonomous Region in Muslim Mindanao region (BARMM)</li> </ol>
KEY ROLES AND RESPONSIBILITIES	<p><b>Administrative and Clerical</b></p> <ol style="list-style-type: none"> <li>1. Receives and records incoming and outgoing documents and update the Document Tracking System (DTS)</li> <li>2. Performs administrative and clerical task to the various activities of the unit such as typing, encoding, filing, checking, and recording of information</li> <li>3. Receives and routes communications from/to various OPAPRU offices &amp; units</li> </ol> <p><b>IGR Clerical and Secretariat Administrative Assistant</b></p> <ol style="list-style-type: none"> <li>1. Provide administrative and clerical support and assistance to the Administrative and Technical Officers and unit head of the IGRB Secretariat in preparing IGR reports, presentations, and other deliverables</li> <li>2. Keep track of PPPCO equipment and supplies especially during travels</li> </ol> <p><b>Liaison Officer</b></p> <ol style="list-style-type: none"> <li>1. Serves as liaison officer of the NG IGRB Secretariat</li> <li>2. Do liaison work to various National Government agencies and other external stakeholders</li> <li>3. Sorts and records communications for delivery to concerned agencies/offices</li> <li>4. Maintain records of all official documents delivered</li> </ol> <p><b>Perform other tasks or functions as may be assigned</b></p>