



### TERMS OF REFERENCE

OFFICE	<b>Transitional Justice and Reconciliation Office</b>
JOB TITLE / POSITION	<b>Administrative Officer II</b>
DESIGNATION (if applicable)	Administrative
JOB LEVEL	Technical/ Salary Grade 11 (PhP22,316.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU TJRO (Cotabato Office)
JOB QUALIFICATIONS (MINIMUM)	Education: Bachelor's Degree Experience: None required Training: None required
JOB OBJECTIVE	To provide general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Administrative assistance (coordination and logistics, HR procedures and other compliance, property and supply managements)</li><li>2. General services</li></ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Provide administrative support during meetings, training workshops, seminars or other unit-led activities, which includes but not limited to reservation of banquet/functions, tickets and hotel accommodations; facilitate vehicle requests and logistical arrangements; preparation of attendance sheets; reproduction of materials and kits, etc.</li><li>2. Prepare the budget requests for the cash advances for travel-related activities, travel documents, liquidation reports and reimbursements of the staff and consultants.</li><li>3. Monitor and facilitate the processing of payments to suppliers or service providers.</li><li>4. Serve as a disbursing officer of the Cotabato office.</li><li>5. Take charge in the timely submission of final liquidations, disbursements and records to OPAPRU-FAS.</li><li>6. Assist in maintaining a system of account payable and accounts receivable.</li><li>7. Facilitate submission of HR requirements (DTR, PDS, SALN, SPMS/IPCR, and etc.) for the TJR-Cotabato Office personnel.</li><li>8. Organize and maintain the unit's filing system.</li><li>9. Perform other tasks as may be directed by the unit head or the immediate supervisor.</li></ol>