



TERMS OF REFERENCE

JOB TITLE	ADMINISTRATIVE OFFICER II
JOB LEVEL	Contract of Service (Php 22,316.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	RPM-P/RPA/ABB and CBA-CPLA Concerns Office
REPORTS DIRECTLY TO	Head of the RCCO
COORDINATES WITH	Project Implementers, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	Education: Bachelor's Degree Work Experience: None required Training: None required
JOB OBJECTIVES	Provide administrative support in matters pertaining to the overall implementation of the GPH-RPM-P/RPA/ABB Peace Process
KEY RESULTS AREAS	Support to the completion of the peace agreement with the RPM-P/RPA/ABB
JOB RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide administrative, and logistical support relative to the GPH - RPM-P/RPA/ABB Peace Process;2. Provide necessary administrative and logistical support to the Program Head during official travels, meetings and events;3. Processes monthly expense reports reflecting supporting documents and budget code indexes;4. Ensures that RCCO and the GPH-RPM-P/RPA/ABB field staff operate smoothly through efficient processing of payments, liquidations, and timely budget requests; and5. Perform other tasks as may be assigned by the Program Head.