



TERMS OF REFERENCE

JOB TITLE / POSITION	ADMINISTRATIVE OFFICER III
JOB DESIGNATION (If applicable)	Support Staff for the Policy and Strategy Development and Knowledge Management Service-Knowledge Management and Peace Institute Division
JOB LEVEL	Administrative, Salary Grade (SG) 14 – Php 29,277.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To provide an efficient and effective general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none">1. Financial management (e.g., petty cash, bookkeeping, financial procedures, and compliances, etc.)2. Administrative assistance (e.g., coordination and logistics, property and supply management, HR procedures, and compliances, etc.)3. General services
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: One (1) year relevant work experience Training Experience: Four (4) hours relevant training
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Maintains and ensures all hard copies and digital files of all incoming and outgoing communications – administrative and financial records are properly filed in the Central Filing System including the monitoring of compliance to requests for inputs or responses;2. Provides overall administrative support to the PSDKMS during meetings, training workshops, seminars, or other unit-led activities, which includes but are not limited to the preparation of attendance sheets, materials and kits; sending of invitations; confirmation of attendance; serving of meals; and venue setup;3. Manages the PSDKMS' Petty Cash and the accurate and updated recording of disbursements and actual purchases of duly processed and approved office requisitions following standard accounting and auditing;4. Prepares the budget requests for the cash advances for travel-related activities, liquidation reports, and reimbursements of the Director, PSDKMS personnel, and consultants;5. Monitors and facilitates processing and payment of suppliers, service providers and consultants' professional fees, etc.;6. Manages the schedule/sets up meetings and other engagements of the Director for PSDKMS matters;

	<ol style="list-style-type: none"> 7. Monitors and updates the calendar of activities (manual and digital) of the Director and PSDKMS personnel; 8. Processes submission of leaves, performance evaluation, and other HR-related matters and concerns; 9. Determines the unit's requirements for supplies, materials, equipment, and other office properties and recommends the requisition and acquisition of the same; 10. Facilitates the crafting of the Unit's Annual Procurement Plan; 11. Maintains all office equipment and properties and coordinates with the appropriate entities for the upkeep and repair of the same; 12. Maintains a record of all accountable properties, facilitates the turnover of property and equipment, conducts a periodic inventory of office properties and submits a periodic report to the FAS; and, 13. Performs other tasks or functions as may be directed/requested by the Director or PSDKMS personnel.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------