



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PAMANA) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Administrative Officer III
JOB LEVEL	Administrative Support; Salary Grade (SG) 14 (PhP. 33,843.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVES	To provide efficient general administrative support service in the daily operations of the PAMANA- NPMO
KEY RESULTS AREAS	<ul style="list-style-type: none">• Financial management (liquidation, bookkeeping, financial procedures, and compliances)• Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)
JOB RESPONSIBILITIES	<ul style="list-style-type: none">a) Provide necessary administrative and logistical support to the Head of the NPMO and Staff on the day-to-day operations and during official travels, meetings and events;b) Process payments, advance request, and liquidations submitted by the NPMO;c) Prepare, review and monitor liquidation submitted to the Finance;d) Liaise with OPAPRU units on financial matters to ensure that all financial transactions are within the established processes of the OPAPRU;e) Served as property custodian of the unit;f) Perform other tasks as may be assigned by the Head of the NPMO, or its designate.