



TERMS OF REFERENCE

JOB TITLE / POSITION	Administrative Officer III
DESIGNATION (if applicable)	Administrative Officer
JOB LEVEL	Salary Grade (SG) 14 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Relevant Bachelor's degree2. 1 year of relevant experience3. 4 hours of relevant training
UNIT ASSIGNMENT	GPIP-MILF Panel Secretariat
REPORTS DIRECTLY TO	Director of GPIP-MILF Panel Secretariat
SUPERVISES	N/A
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
JOB OBJECTIVE	Provide administrative support for the GPIP-MILF Panel Secretariat in managing all office engagements in OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none">1. Financial management (liquidation, bookkeeping, financial procedures, and compliances)2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide necessary administrative and logistical support to the Director of the GPIP-MILF Panel Secretariat and Staff on the day-to-day operations and during official travels, meetings, and events;2. Process payments, advance requests, and liquidations submitted by the GPIP-MILF Panel Secretariat;3. Prepare, review, and monitor liquidation submitted to the Finance;4. Liaise with OPAPRU units on financial matters to ensure that all financial transactions are within the established processes of the OPAPRU;5. Served as property custodian of the unit;6. Perform other tasks as may be assigned by the Director of the GPIP-MILF Panel Secretariat, or its designate.