



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	International Cooperation and Partnership Office
JOB TITLE / POSITION	Administrative Officer II
JOB LEVEL	2 - Administrative, Salary Grade (SG) 11 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 3 years of relevant experience 3. 16 hours of relevant training
COORDINATES WITH	All OPAPRU units, government agencies, donor agencies, international partners, other stakeholders
JOB OBJECTIVE	Provide administrative support for the ICPO in managing all international engagements of OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Government’s peace process-related policies adopted by international peace partners 2. Partnerships and cooperation with international peace partners strengthened 3. Complementation of international partners' programs and projects with the peace process improved
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Process payments, advance requests and liquidations related to implementation of projects and activities; 2. Review liquidations submitted by project partners and recommends actions for any outstanding issues that may impede project implementation; 3. Ensure timely liquidation and replenishment of the petty cash for the ICPO; 4. Liaise with OPAPP units on financial and administrative matters and ensures that all administrative and financial transactions are properly carried out; 5. Produce financial reports and communicate with the ICPO Director on any financial issues that arise in the implementation of projects and activities; 6. Ensure that project proponents comply with the standard budget requirements and tranche payment set by OPAPRU; 7. Serve as property custodian of the ICPO to ensure safety and monitoring of the whereabouts of all the properties assigned to the ICPO; 8. Ensure the safety and completeness of confidential files entrusted to the unit; and 9. Perform other tasks as may be assigned by the ICPO Director.