



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	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)
JOB TITLE / POSITION	Administrative Officer IV
JOB LEVEL	2-Administrative/ Technical, Salary Grade (SG) 15 - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor’s degree 2. 1 year of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	To provide administrative support to LCT-FISU in the overall supervision, management and guidance to Area Management Units (AMUs) in the implementation of the LPE Mainstreaming and Transformation Program for FRs, their Families and Communities including its support programs, the SHAPE, PAMANA-NPMO and ICPO.
KEY RESULT AREAS	Complete a range of required administrative tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence, memorandum, spreadsheets, and filing of these documents.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Directly reports to the Director on matters pertaining to his/her specific assignments 2. Handle, manage and comply with all finance and administrative requirements and transaction of LCT-FISU; 3. Manages the day-to-day operation of the office, including providing assistance in the implementation of office, personnel and logistics management system; 4. Coordinates with LPEO, SHAPEO, NPMO and FAS regarding LCT-FISU preparation of the work and financial plans, Program PAPs’ update status reports, after activity reports and accomplishment reports submitted by the AMUs; and 5. Performance of the tasks of a Special Disbursing Officer