



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	Office of the Executive Director for Plans and Programs
JOB TITLE / POSITION	Executive Assistant III
JOB LEVEL	2 – Executive Assistant/Technical, Salary Grade (SG) 20 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor’s degree 2. 2 years of relevant experience 3. 8 hours of relevant training
COORDINATES WITH	All concerned OPAPRU Offices and Services
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and administrative assistance to the Executive Director. 2. Provides technical and administrative assistance to the Chairman of the Bids and Awards Committee (BAC). 3. Ensures the effective and efficient coordination among internal offices, departments and units and external stakeholders that concern the Plans and Programs Cluster. 4. Maintains and secures all hard copies and digital files of incoming and outgoing communications. 5. Prepares reports, correspondences, speeches and talk points for the Executive Director. 6. Conducts complete staff-work for the documents being signed and approved by the Executive Director. 7. Drafts policy guidelines, memoranda, travel documentary requirements and other communications of the Executive Director. 8. Performs all other tasks or functions as may be directed by the Executive Director.