



**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	<b>Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)</b>
JOB TITLE / POSITION	<b>Administrative Officer III</b>
DESIGNATION (If applicable)	
JOB LEVEL	Technical Salary Grace (SG) 14 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Area Management Unit - Western Mindanao
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 1 year of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
JOB OBJECTIVE	To provide administrative support to AMU-WM 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	<p>Directly reports to the Director on matters pertaining to his/her specific assignments</p> <ul style="list-style-type: none"> <li>• Handle, manage and comply with all finance and administrative requirements and transaction of AMU-WM</li> <li>• Manages the day-to-day operation of the office, including providing assistance in the implementation of office, personnel and logistics management system;</li> <li>• Coordinates with LPEO, SHAPEO, NPMO and FAS regarding AMU-WM preparation of the programs’ activities budgetary requirements</li> </ul>