



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
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TERMS OF REFERENCE

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