



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	Administrative Service
JOB TITLE / POSITION	Project Development Officer II
JOB LEVEL	2 - Technical, Salary Grade (SG) 15 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 1 years of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively address the needs of OPAPRU’s programs and units/ offices.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical support and compliance report 2. Coordination and Facilitation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical assistance to the administrative services. 2. Prepare and submit daily operational, technical, and other reportorial requirements, as maybe required; 3. Monitor and ensure compliances of the processes and activities; 4. Coordinate with the OPAPRU offices and monitor all procurement activities of the OPAPRU. 5. Manage and facilitates efficient conservation, storage and distribution of supplies and equipment. 6. Preserves, secures, and archives the agency’s significant records and documents through management information system. 7. Assist in monitoring of the implementation of processes and activities under the administrative services; and 8. Performs other tasks as may be assigned performs other tasks as may be assigned by the Administrative Service Unit Head.