

VACANCY

Regional Juvenile Justice and Welfare Committee (RJJWC ARMM)

Position: **Administrative Assistant I (Contract Of Service)**

No. of Position: **1**

Salary Grade: **SG 7**

Deadline of Submission of Application to DSWD
ARMM Regional Office: **March 16, 2017 12:00 noon**

Deadline of Submission of Application to JJWC
National Office: **March 17, 2017**

Application Letter Addressed to:

HAROUN ALRASHID A. LUCMAN, JR.

Regional Vice-Governor, concurrent
Regional Secretary – DSWD ARMM and
Chairperson – RJJWC ARMM

Please submit Application Letter and other
documents to:

JUSTINE MONIQUE S. ROMILLANO – AA III

Or via email to: psboard.jjwc@gmail.com

For more information, please read T.O.R..

TERMS OF REFERENCE

<p>Position Title: Administrative Assistant I (Contract of Service) Location: Regional Juvenile Justice and Welfare Committee (Field Office) Reports to: DSWD Regional Director (RJJC Chairperson) Positions Supervised: None</p>
<p>QUALIFICATION GUIDE</p>
<p>A. CSC – Prescribed QS</p> <p>Education: Completion of two-year studies in College or High School Graduate with relevant vocational course Training: None required Experience: None required Eligibility: None required</p> <p>B. Preferred Qualifications (Competency-based)</p> <p>Education: Completion of two-year studies in College leading to a degree preferably in Office/Public Administration, Management or related field Training: 4 hours of relevant training in using basic office productivity tools (e.g. MS Word, Excel, Powerpoint) Experience: 6 months to 1 year of experience in performing administrative, clerical work</p>
<p>Job Summary:</p> <p>Under immediate supervision, the Administrative Assistant I shall perform simple and routine clerical functions and assist the Administrative Assistant III in the provision of administrative support to the RJJC Secretariat in the region including liaising services.</p>
<p>Job Outputs:</p> <ol style="list-style-type: none"> 1. Logbook/Database of Incoming and Outgoing Documents 2. Transmittal letters and other office documents (e.g. certificates, vouchers, etc.) 3. Administrative and logistical arrangements for RJJC activities
<p>Primary Tasks:</p> <ol style="list-style-type: none"> 1. Receives, records, releases and files vouchers, RIS/PR, letters, memoranda, and other office documents and communications. 2. Classifies and sorts outgoing and incoming correspondence and endorses to immediate supervisor. 3. Encodes simple routine documents such as transmittal letters, special orders, certificates, vouchers, and other documents as may be required; 4. Assists in the receipt and dissemination of documents to committee members/concerned officials; 5. Assists in handling coordinative and logistical requirements of RJJC activities such as but not limited to:

- a. Follow up on the administrative arrangements with the attendees of the activity;
 - b. Reservation of venue;
 - c. Request for food/ catering services;
 - d. Request for supplies, equipment and vehicles for official trips;
 - e. Reproduction of advocacy kits and other IEC materials;
 - f. Tracks payment process for the service providers.
6. Performs administrative liaisoning functions and acts as messenger to concerned offices.
 7. Monitors stocks of office supplies (paper clips, bond papers etc.) and ensures upkeep of office equipment and properties.
 8. Performs other tasks as may be assigned/ required by supervisors.