



# PLANADES

Planning and Development Research Foundation, Inc.

School of Urban and Regional Planning, University of the Philippines, Diliman, Quezon City 1101

Telephone No. (632) 927-4797; Telefax No. (632) 927-3595; SEC Reg No. 71359; PRC No. 0001; DOST Cert No. 18-F-02

## SCOPE OF WORK

**General Function:** The Administrative Assistant shall provide administrative and operational support to Planning and Development Research Foundation, Inc. (PLANADES) to ensure that they are carried out in accordance with PLANADES rules and procedures, and conditions laid down in the contract agreement.

### Specific Duties and Responsibilities:

1. Assist in the supervision of the overall administrative activities related to the Planades operation and project implementation;
2. Prepare official and semi-official correspondence for matters within his/her concern, for the signature of the President or Executive Director;
3. Organize and maintain office files (paper and electronic) monitoring, compilation and organization of all relevant communications for easy reporting, retrieval and documentation;
4. Create a contract monitoring system, including partners and consultant's payment;
5. Take care of PLANADES bank transactions such as the request for bank balances, bank statements, checks with erroneous data, etc.
6. Set-up and maintain project files and organize according to PLANADES' records management system;
7. Facilitate procurement of equipment and supplies and maintain an inventory of such;
8. Comply with the requirements of regulatory agencies as required by government such as DOST, BIR, and SEC;
9. Handles Petty Cash Fund;
10. Assist in the collection of payment process;
11. Coordinate with the Bookkeeper regarding the records of cash advances and ensure timely liquidation from project team;
12. Serves as the cashier in coordination to the Bookkeeper/ Finance Officer and / Accountant;
13. Monitoring of Utility Bills, Service Providers and Other Due Subscriptions;
14. Arrange the schedule of BOT Meeting;
15. Assist the Corporate Secretary/ Executive Director in preparing the BOT Meeting Agenda;
16. Perform other duties and functions as may be assigned from time to time.

### Position Qualification:

- Minimum of one (1) year of responsible experience of office administrative works, familiarity with government and private sector bidding procedures, management principles, and methods.
- Bachelor's Degree in Business Administration and any related field.
- Proficient in MS Word and Excel. Knowledgeable with other office applications, such as PowerPoint;
- Good oral and written communication skills; must be able to compose routine correspondence
- Must demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time.
- Must be a team player; enjoys working in a team environment but can also work independently with minimal supervision.
- With good moral character, trustworthy, organized and with positive attitude towards making a contribution.

Send your CV with Letter of Intent, one recent 2x2 picture with your contact details until October 10, 2024 to the following emails at [info@planades.org](mailto:info@planades.org) and cc to [tabassamrr@gmail.com](mailto:tabassamrr@gmail.com)