



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

TERMS OF REFERENCE (TOR)

POSITION: SENIOR ADMINISTRATIVE OFFICER

Office/Unit: Administration

Reports to: Executive Director

Supervises: Administrative and Support Staff (e.g., Admin Assistants, Utility/Clerical Staff)

1. BACKGROUND

The Planning and Development Research Foundation, Inc. (PLANADES) is a non-stock, non-profit organization engaged in research, capacity development, and consultancy in the fields of planning, development, and governance. To ensure effective operations and organizational compliance, PLANADES requires a Senior Administrative Officer who will oversee administrative and office management functions while supporting strategic and operational initiatives.

2. PURPOSE OF THE POSITION

The Senior Administrative Officer (SAO) provides leadership and coordination in all administrative management functions of PLANADES. The SAO ensures the smooth and efficient day-to-day operations of the Foundation and provides effective support to its projects and programs.

3. DUTIES AND RESPONSIBILITIES

A. Administrative & Office Management

- Oversee general office operations, supplies procurement, and maintenance of office equipment/facilities.
- Manage and improve internal administrative systems, records management, and archiving of institutional documents.
- Draft, review, and implement office policies, guidelines, and internal memoranda to ensure efficient workflow.
- Prepare administrative reports and updates for the Executive Director and the Board.
- Ensure compliance with safety, security, and environmental standards within the workplace.

B. Governance & Compliance Support

- Ensure up-to-date registration, accreditation, and certification with relevant government agencies and institutions such as DOST, PRC, PhilGEPS, LGUs, and affiliates.
- Assist in the preparation and safekeeping of Board Resolutions, Memoranda of Agreement (MOAs), and other legal documents.
- Coordinate with legal counsel, auditors, and external regulatory bodies when required.

C. Financial & Operational Support

- Support finance and accounting functions by ensuring accurate documentation of administrative expenses.
- Provide logistical and administrative support for organizational events, trainings, and strategic planning activities.

D. Strategic & Organizational Development

- Recommend process improvements to enhance administrative efficiency and compliance.
- Assist in organizational capacity-building activities, including internal training and staff orientation sessions.
- Support the Executive Director in institutional planning and reporting to the Board.

4. QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Management, or a related field (Master's degree is an advantage).
- At least 5–7 years of progressive experience in administration or operations management, preferably in non-profit or development organizations.
- Excellent organizational and leadership skills; ability to manage multiple tasks and supervise staff.

- Strong written and verbal communication skills (English and Filipino).
- Proficiency in MS Office, Google Workspace, and basic finance/operations systems (knowledge of Xero is an advantage).

5. KEY PERFORMANCE INDICATORS (KPIs)

- Up-to-date accreditations and certifications from government agencies and partner institutions.
- Updated and well-maintained administrative records.
- High staff satisfaction with administrative support (as measured in internal feedback).
- Efficient cost management in administrative and operational expenses.
- Implementation and continuous improvement of internal policies and procedures.

6. CONTRACT TYPE & DURATION

- Regular position, subject to a six (6)-month probationary period.
- Renewable and/or regularized based on performance and organizational needs.

7. WORKING RELATIONSHIPS

- Internal: Executive Director, Finance Associate, Administrative Staff, Project Teams, Board Members.
- External: Government Agencies (DOST, PhilGEPS, DOLE, PRC), auditors, suppliers, partners, contractors, and legal counsel.

Send your CV with Letter of Intent, one recent 2x2 picture with your contact details until October 15, 2025 to the following emails at info@planades.org and cc to tabassamrr@gmail.com