



TERMS OF REFERENCE

POSITION: ADMINISTRATIVE ASSISTANT for UCHP

Background

Unilab Foundation Inc (ULF) is the corporate foundation of United Laboratories, Inc. It was established in 2011 and became operational in 2012. ULF aims to achieve long term, transformational impact in the areas of Science, Technology, Engineering and Mathematics (STEM) education and careers, Mental Health and Well-being, and Youth Engagement. ULF is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry, academe and the private sector to address development issues and deliver solutions in a coordinated manner.

ULF's purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will

- improve the mental health and well-being of young Filipinos.
- nurture integrated STEM learners, innovators and workforce.
- improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF has three (3) Programs and (2) Program Enabling initiatives which are the necessary

I. Job Objective:

As part of the UCHP team, the Administrative Assistant will report to the UCHP Director and support the successful planning, implementation, and completion of the project, in line with its objectives, timelines, and budget.

II. Task and Responsibilities

1. Provide support to UCHP Director and consultants as needed.
2. Collaborate with the support team to discuss and coordinate the procurement procedure, Finance and HR processes.
3. Performs general and program specific clerical functions (e.g. answering the telephones, scheduling, copying, mailing procedures, etc.) to support the program's activities.

4. Responsible for assisting in projects to enhance work output.
5. Manage and organize office operations, ensuring efficiency and effectiveness.
6. Maintain office supplies, equipment, and facilities for UCHP unit.
7. Answer and direct phone calls, emails, and other forms of communication.
8. Communicate with internal and external stakeholders on behalf of the UCHP unit.
9. Schedule appointments, meetings, and events related to UCHP program.
10. Coordinate travel arrangements for the Director/Consultants of UCHP.
11. Prepare and manage documents, reports, and presentations.
12. Maintain and organize filing systems, both physical and digital.
13. Assist in the preparation of internal and external meetings.
14. Interact with clients, customers, or visitors in a professional manner.
15. Address inquiries and provide information.
16. Conduct research on various topics as required.
17. Assist in planning and organizing events or functions related to UCHP program.
18. Handle sensitive information with discretion and maintain confidentiality.
19. Responsible for other tasks and assignments given by management from time-to-time.

III. Job Specifications:

1. College Graduate (Business Course or any related course)
2. Computer literate
3. Good oral and written communications skills
4. Experience in administrative work for at least one (1) year
5. Knowledgeable in operating standard office equipment
6. Possesses high level of integrity
7. Knowledge of the Philippine health, social, and/or governance sectors.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line Admin Assistant. The accepted applicant will be based in Mandaluyong City.

Due to the volume of applications received, only shortlisted candidates will be notified.