



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	National Amnesty Commission
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Secretariat to the National Amnesty Commission
JOB LEVEL	Technical, Salary Grade (SG) 15
PLACE OF ASSIGNMENT	OPAPRU Central Office, National Amnesty Commission
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 serve as a full-time Staff to the Commission Secretariat and provide complete technical support to the National Amnesty Commission relative to the amnesty program.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Research and Documentation 2. Resource and knowledge management 3. Stakeholders coordination
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical and administrative support to the National Amnesty Commission created by Executive Order No. 125 s. 2021. This shall involve but not be limited to coordination, integration, and harmonization of all activities of the Commission; 2. Assist the head secretariat in the preparation of reports, project briefs, records, and other documents required by the NAC in the performance of its mandate; 3. Liaise with concerned OPAPRU offices (LLS, MILF PPO, MNLF PPO, RCCO, FMS, and Administrative Service) and partner government agencies in facilitating the implementation of the amnesty program. 4. Undertake other tasks as required by the Head of the Commission Secretariat.