



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

OFFICE	<b>Information and Communications Technology Division (ICTD)</b>
JOB TITLE / POSITION	<b>Project Development Officer I</b>
DESIGNATION (if applicable)	Jr. IT Support
JOB LEVEL	Technical, Salary Grade (SG) 11 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 2 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To provide technical solutions in support to the operations of the OPAPRU.
KEY RESULT AREAS	To deploy and deliver effective and efficient ICT systems and services in support to the OPAPRU’s organizational capacity to fulfill its peace mission in conflict affected and conflict-vulnerable areas.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Perform preventive maintenance, basic testing and corrective maintenance on computer peripherals and computer networks.</li> <li>2. Troubleshooting computer problems and other equipment such as printers, internet connectivity and software problems.</li> <li>3. Assist in the creation of maintenance technical documentation, including network mapping, inventories of hardware and software.</li> <li>4. Ensure that system, procedures, and standards are strictly implemented, and</li> <li>5. Perform other tasks that may be assigned by the immediate head.</li> </ol>