



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support Staff for the Conflict-Sensitivity and Peace Promotion (CSPP) and Peace Education Section
JOB LEVEL	Technical Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the CSPP and Peace Education Section
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical and administrative support to the CSPP and Peace Education Section 2. Facilitation of trainings on CSPP 3. Coordination with other units and agencies
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and administrative assistance to the conduct of CSPP and Peace Education programs, activities and projects for OPAPRU and other agencies and stakeholders 2. Coordination with units and other agencies and partners on the conduct of CSPP and Peace Education programs, activities and projects 3. Drafts OPAPRU’s feedback, comments, and/or inputs to memorandum/documents 4. Provides technical and administrative support to the implementation of CSPP and Peace Education programs of peace tables and other departments/divisions of OPAPRU and other agencies 5. Performs other tasks as may be directed