



TERMS OF REFERENCE

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| | Policy Development, Strategy and Knowledge Management Service - Knowledge Management and Peace Institute Division |
| JOB TITLE / POSITION | Project Development Officer II for Gawad Kapayapaan (GaKap) - Job Order |
| AVAILABLE POSITION | Two (2) |
| JOB DESIGNATION (if applicable) | Project Implementation Support Officer for GaKap |
| JOB LEVEL | Technical |
| SALARY AND TERM | Php 32,053.00/mo. (<i>May - June 2024</i>) |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| MINIMUM QUALIFICATION | <ol style="list-style-type: none"> 1. Graduate of any degree. Preferably with background in Communications, Research, Humanities, and Social Sciences; 2. Has at least one (1) year experience working with government organizations, non-government organization, or social sector; 3. With at least one (1) year experience conducting field work, data gathering, or research related engagement; 4. Knowledgeable in data collection, data validation and data analysis and reporting; 5. Willing to travel locally; 6. Keen into details, innovative, and resourceful; 7. Have strategies in verifying report, and good in research; 8. Can prepare a technical report |
| JOB OBJECTIVE | <p>To efficiently facilitate/provide technical support:</p> <ol style="list-style-type: none"> 1. In the development and operationalization of an efficient and fair Gawad Kapayapaan screening, validation, and awarding system, including but not limited to: (a) data gathering and collection, (b) documentation, and (c) assessment/ verification |
| KEY RESULT AREAS | <ol style="list-style-type: none"> 1. Effective Data Gathering and Analysis; 2. Documentation; 3. Resource and Knowledge Management. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Acts as the Project Implementation Support Officer for Gawad Kapayapaan; 2. Liaise with the Gawad Kapayapaan Committee, Secretariat, Nominees and Awardees, OPAPRU and other relevant stakeholders for the conduct of meetings and implementation of activities; 3. Provides support in the management of social media and other digital platforms of GaKap; 4. Provides support in the development, production, and dissemination of GaKap advocacy and IEC materials 5. Provides technical support to the following: <ol style="list-style-type: none"> i. Gather and analyze nomination forms and screening documents received by OPAPRU; ii. Endorse nominations, and address concerns relating to it; 6. Acts as documenter for every screening, verification and validation activities (in person, field visit or online) of GaKap; |

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| | <ol style="list-style-type: none">7. Prepares administrative and logistical documents relating to the preparation of activities;8. Prepares letters and other communications required for the screening, verification and validation, and awarding activities;9. Helps in the overall implementation of Gawad Kapayapaan Awarding Ceremony in September 2024;10. Performs other tasks as may be assigned by the Gawad Kapayapaan Secretariat and Committee, and Head of PDSKMS. |
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