



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	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)
JOB TITLE / POSITION	Project Development Officer III
DESIGNATION (If applicable)	
JOB LEVEL	Technical Salary Grace (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Area Management Unit – <i>Central Luzon</i>
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 provide technical support to AMU-CL in the implementation of the LPE Mainstreaming and Transformation Program for FRs, their Families and Communities including its support programs, the SHAPE, PAMANA-NPMO and ICPO.
KEY RESULT AREAS	Complete a range of required technical tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence and memorandum including filing of these documents.
DUTIES AND RESPONSIBILITIES	<p>Directly reports to the Director on matters pertaining to his/her specific assignments;</p> <ol style="list-style-type: none"> 1. Coordinates with LPEO, SHAPEO, NPMO and FAS regarding AMU-CL preparation of the program’s activities and projects for implementation 2. Prepares CSW with regards to OSEC, OASEC and Programs’ request 3. Provides support and assist the Head of the Area Management Unit for Central Luzon in the coordination work with concerned government agencies, non-government organizations, civil society organizations, peoples’ organizations, academe, other peace partners, and stakeholders which pertains to LPEO, SHAPEO and NPMO projects and activities 4. Prepares after activity reports, accomplishment reports and update reports pertaining to LPEO, SHAPEO and PAMANA-NPMO programs 5. Performs other task as may be delegated by the Director

