



TERMS OF REFERENCE

OFFICE	MNLF Peace Process Office
JOB TITLE / POSITION	Project Development Officer III
DESIGNATION	Technical Assistant for MNLF PPO
JOB LEVEL AND STATUS	Salary Grade 18 (Php 42,159.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Cotabato City Office
UNIT ASSIGNMENT	MNLF Transformation Program Division
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Transformation Division, and Head of Political Engagement Division
JOB OBJECTIVES	<ol style="list-style-type: none"> 1. To provide technical support to program planning, implementation, monitoring, and evaluation; 2. To provide technical support to the TP Division in the implementation of the PAMANA Program; 3. To ensure and maintain the proper documentation of all amnesty applications, including those endorsed and transmitted by LABs; and 4. To create and maintain a dynamic database management system for all amnesty applications
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical Support; 2. Legal Research; and 3. Policy Development and Implementation
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and administrative support relative to the requirements of the implementation of the socio-economic section; 2. Prepares technical documents such as activity reports, briefers, talking points, policies, guidelines, project proposals, and correspondences of requests; 3. Conducts researches various issues related to the socio-economic implementation; 4. Supports the section manager of the socio-economic group in addressing MNLF-related concerns; 5. Provides assistance in the documentation of meetings and activities of the Transformation Division; 6. Assists in the preparation of TD's monthly reports submitted to the PCME focal; 7. Assists in administrative requirements of the unit particularly in drafting justifications of liquidation reports and other similar documents; 8. Reports to the Director through the Division Head and Section Manager on matters about his/her specific assignments; and 9. Performs other tasks or functions as may be directed