



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PaMaNa) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Project Development Officer II
JOB LEVEL	Technical, Salary Grade (SG) 15
PLACE OF ASSIGNMENT	Official Duty Station: OPAPRU Central Office Field Duties: As may be assigned
MINIMUM QUALIFICATION	Education: Bachelor's Degree Work Experience: 1 year relevant experience Training Experience: 4 hours relevant training
JOB OBJECTIVES	To effectively carry out media-related and technical communications support to the NPMO in the implementation of the PAMANA Program.
REPORTS DIRECTLY TO	Under the operations management of the Head of the NPMO
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide visual concepts and designs for various media-related documents/materials relative to the implementation of the PAMANA Program; 2. Assist in the preparation and content creation for the PAMANA Strategic Communication Plan; 3. Develop illustrations and layouts for the IEC materials of the PAMANA Program; 4. Provide creative output for the Success Stories of the PAMANA Accomplishments; 5. Document the conduct of various PAMANA Programs (social preparation, assessment planning, bilateral meetings, field validation/monitoring visit, and final inspection of PAMANA projects); 6. Prepare presentations on correspondence and reports; 7. Capacity Development: Enhance technical capability through participation to trainings, seminars, workshops and deliver visual content briefings and presentations on program development; 8. Perform related tasks that may be assigned by the Director IV of the Unit.