



**Office of the President of the Philippines**

**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Socioeconomic Unit (Joint Task Forces on Camps Transformation)</b>
<b>JOB TITLE / POSITION</b>	<b>Project Development Officer III</b>
<b>JOB DESIGNATION (if applicable)</b>	Technical Officer/Technical Secretariat Staff/Camp Engineer
<b>JOB LEVEL</b>	Technical, Salary Grade (SG) 18 – Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Mindanao DOS, Maguindanao del Norte
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Must be a licensed Civil Engineer</li> <li>2. Two (2) years of relevant working experience</li> <li>3. Willing to travel to conflict-affected and conflict vulnerable areas</li> <li>4. Fluency in other languages spoken in Mindanao (desirable)</li> </ol>
<b>JOB OBJECTIVE</b>	To provide technical assistance to the Socioeconomic Development Unit- JTFCT in implementing programs, projects and activities
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Implementation of PPAs for Joint Task Forces on Camps Transformation.</li> <li>2. Monitoring of programs, projects and activities (PPAs) and management of information system.</li> <li>3. Technical support, liaison and coordination</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Under the direction of the Head, GPH-JTFCT Secretariat carry out all delegated activities related to supervision of engineering works and infrastructure projects under the camps transformation program;</li> <li>2. Plan and manage the field infrastructure works and the workplans in the camps;</li> <li>3. Prepare, interpret and explain project plan, drawing and design documents supplied by the concerned stakeholders or project partners;</li> <li>4. Supervise and monitor progress and quality of the infrastructure projects of Camps Transformation Programs to ensure conformity with the approved plans;</li> <li>5. Ensure quantity/quality control and consistency in all materials used and works performed in accordance with the specifications indicated in the contract documents, project designs, and pre-agreed schedule;</li> <li>6. Prepare reports, project proposals, site records, and other technical requirements of the Socioeconomic Development Unit- JTFCT including;</li> <li>7. Attend and conduct periodic inspections as necessary and provide recommendation and/or certification on the quality of the work;</li> <li>8. Report, recommend and take action on remedial actions regarding potential delays in project implementation;</li> <li>9. Review project risks and prepare risk response plans;</li> <li>10. Liaise, coordinate and participate in meetings with implementing partners to discuss status, issues and concerns pertaining to the implementation of Camps Transformation Programs;</li> </ol>

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|  | <ol style="list-style-type: none"><li>11. Ensure that all project documentation is properly and safely kept and organized; and</li><li>12. Perform other tasks or functions as may be directed.</li></ol> |
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