



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	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer I
JOB DESIGNATION (if applicable)	Staff Support to Women, Peace and Security (WPS) Section
JOB LEVEL	Administrative, Salary Grade (SG) 11 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. No experience required 3. No training required
JOB OBJECTIVE	To effectively and efficiently provide administrative assistance to the Unit
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Coordination with units and other agencies 2. Documentation and correspondence 3. Record Management 4. Administrative Support
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides administrative and technical support to the implementation and mainstreaming of WPS and Gender and Development (GAD) agenda, and program, projects, and activities (e.g., meeting coordination, documentation of meeting, etc.). 2. Prepares capacity building/ training kits and materials and other logistical requirements. 3. Coordinates with units and other agencies on the conduct of meetings and activities of the section 4. Performs tasks as may be directed