



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) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

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| OFFICE | Communication and Public Affairs Service |
| JOB TITLE / POSITION | Project Development Officer III |
| DESIGNATION (if applicable) | Writer – PAMANA |
| JOB LEVEL | Technical, Salary Grade (SG) I8 |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| 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 efficiently provide communications support to all OPAPRU and peace-related events and activities in the assigned areas. |
| KEY RESULTS AREAS | Coverage of all OPAPRU and peace related events and activities in the assigned area. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Develop and write the following content: <ol style="list-style-type: none"> a. Press releases b. Speeches c. Statements d. Messages e. Reports and f. Other communication materials assigned by the Director of CPAS 2. Assist in the implementation of communications plans and campaigns; 3. Develop content for information, education, and communications (IEC) materials for assigned peace tables and/or programs; 4. Provide photo and video documentation in all activities organized by the agency; and 5. Handle events and special projects as maybe assigned by Director of CPAS and/or Operations Chief or in cooperation with concerned units. |