



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER I
DESIGNATION (if applicable)	ASSISTANT DEVELOPMENT WORKER
JOB LEVEL	Salary Grade 11 (PhP 22,316.00) Contract of Service
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Socioeconomic Development Unit -Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	(1) Bangsamoro Islamic Armed Forces-Moro Islamic Liberation Front (2) Department of Social Welfare and Development (3) Other partner implementing agencies Local Government Units
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Social Work Preferably proficient in either Maguindanaon, Maranao or Tausug
JOB OBJECTIVE	Provide timely social work services to and program referrals for the decommissioned combatants in the Bangsamoro and Regions IX, X, XII, XII
KEY RESULT AREAS	(1) Support to Case Management (2) Support to Program Implementation (3) Interagency Coordination and Collaboration
KEY ROLES AND RESPONSIBILITIES	(1) Provide technical inputs in the enhancement of profiling processes and tools of TFDCC (2) Assist the Case Managers in the profiling, assessment of needs of, and monitoring of case profiles of decommissioned MILF combatants; (3) Coordinate with 245 Local Government Units in the conduct of community-based re-engagement processes and program implementation; (4) Assist in data encoding station of TFDCC during the decommissioning process; (5) Prepare reports on program referrals made for the decommissioned combatants Perform other tasks as may be assigned by the Head of Unit.