



**Terms of Reference for PDO II - Job Order (Gawad Kapayapaan)
(PSDKMS–Knowledge Management and Peace Institute Division)**

JOB TITLE / POSITION	Project Development Officer II for Gawad Kapayapaan (GaKap) - Job Order
AVAILABLE POSITION	One (1)
JOB DESIGNATION (if applicable)	Project Implementation Support Officer for Gawad Kapayapaan
JOB LEVEL	Technical
SALARY AND TERM	Php 35,258.30/mo. (<i>January - December 2025</i>)
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Graduate of any degree. Preferably with background in Communications, Research, Humanities, and Social Sciences;2. Has at least one (1) year experience working with government organizations, non-government organization, or social sector;3. With at least one (1) year experience conducting field work, data gathering, or research related engagement;4. Knowledgeable in data collection, data validation and data analysis and reporting;5. Willing to travel locally;6. Keen into details, innovative, and resourceful;7. Have strategies in verifying report, and good in research;8. Can prepare a technical report.
JOB OBJECTIVE	To efficiently facilitate/provide technical support: <ol style="list-style-type: none">1. In the development and operationalization of an efficient and fair Gawad Kapayapaan screening, validation, and awarding system, including but not limited to: (a) data gathering and collection, (b) documentation, and (c) assessment/ verification.
KEY RESULT AREAS	<ol style="list-style-type: none">1. Effective Data Gathering and Analysis;2. Documentation;3. Resource and Knowledge Management
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Acts as the Project Implementation Support Officer for Gawad Kapayapaan;

	<ol style="list-style-type: none">2. Liaise with the Gawad Kapayapaan Committee, Secretariat, Nominees and Awardees, OPAPRU and other relevant stakeholders for the conduct of meetings and implementation of activities;3. Provides support in the management of social media and other digital platforms of GaKap;4. Provides support in the development, production, and dissemination of GaKap advocacy and IEC materials;5. Provides technical support to the following:<ol style="list-style-type: none">i. Gather and analyze nomination forms and screening documents received by OPAPRU;ii. Endorse nominations, and address concerns relating to it;6. Acts as documenter for every screening, verification and validation activities (in person, field visit or online) of GaKap;7. Prepares administrative and logistical documents relating to the preparation of activities;8. Prepares letters and other communications required for the screening, verification and validation, and awarding activities;9. Helps in the overall implementation of Gawad Kapayapaan Awarding Ceremony in September 2025;10. Prepares Gawad Kapayapaan 2024 Documentation;11. Conducts consultation with stakeholders for process and guidelines improvement;12. Facilitates updating of Gawad Kapayapaan Guidelines;13. Conducts initial preparation for the Gawad Kapayapaan 2025 implementation; and14. Performs other tasks as may be assigned by the Gawad Kapayapaan Secretariat and Committee, and Head of PSDKMS.
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