



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER IV
DESIGNATION (if applicable)	Contract-Partnership Management Officer
JOB LEVEL	2 – Technical, Salary Grade 22 (Php 66,867.00)
PLACE OF ASSIGNMENT	Pasig City, Metro Manila
UNIT ASSIGNMENT	Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	<ol style="list-style-type: none"> (1) Agency-Representatives of the Government of the Philippines to the TFDCC; (2) Representatives of the Moro Islamic Liberation Front to the TFDCC; (3) National Government Agencies/Implementing Partners of TFDCC; (4) Donor Communities, Civil Society Organizations and other project stakeholders. (5) OPAPRU Legal Department
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Graduate of Bachelor of Laws or legal management ▪ Minimum 3 years of professional experience on paralegal work ▪ Excellent communication skills ▪ Willing to travel to conflict-affected areas ▪ Willing to work on holidays, weekends and beyond office hours as may be necessary
JOB OBJECTIVE	Manage contract-partnership agreement with member-agencies of Inter-Cabinet Cluster Mechanism on Normalization-Socioeconomic Development Subcluster and other stakeholders
KEY RESULT AREAS	Partnership Agreements
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Ensure that program implementation is compliant to the agreements on signed documents (memorandum of agreements/understanding, contracts and other guidelines); (2) Provide technical support (complete staff work, designing, coordination, documentation) in the provision of capacity development interventions for the concerned staff and implementing partners (3) Manage national-level institutional partnerships (4) Prepare compliance reports (5) Perform other tasks as may be assigned by the Head of Unit.