



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER IV
DESIGNATION (if applicable)	SENIOR TECHNICAL OFFICER
JOB LEVEL	Salary Grade 22 (PhP 66,867.00), Contract of Service
PLACE OF ASSIGNMENT	Pasig City, Metro Manila
UNIT ASSIGNMENT	Socioeconomic Development Unit - 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; (1) Donor communities, Civil Society Organizations and other project stakeholders.
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree on humanities or any of the disciplines of the social science ▪ At least, three (3) years of relevant experience on unit planning and programming
JOB OBJECTIVE	Assist the Head of Unit in the supervision of programs and operations of the joint GPH-MILF TFDCC in the Bangsamoro and Regions IX, X, XI, XII
KEY RESULT AREAS	
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Provide technical assistance in the conduct of quarterly TFDCC meetings and inter-agency meetings at the national and regional level; (2) Conduct researches related to socioeconomic program and projects for decommissioned MILF combatants; (3) Prepare annual Work and Financial Plan of the TFDCC and monitor monthly fund utilization; (4) Assist in the conduct of periodic planning and assessments of the TFDCC; (5) Other tasks, as may be required.