



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PaMaNa) - National Program Management Office (NPMO)
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER II
JOB LEVEL	Technical; Salary Grade (SG) 15 – Php 32,053.00
PLACE OF ASSIGNMENT	Official Duty Station: OPAPRU Central Office Field Duties: As may be assigned
JOB OBJECTIVE	To effectively carry out technical support to the NPMO in the implementation of the PaMaNa Program
REPORTS DIRECTLY TO	Under operations management of the Head of the NPMO
MINIMUM QUALIFICATION	Education: Bachelor Degree Work Experience: At least one (1) year relevant working experience Training Experience: Minimum four (4) hours of relevant training
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">a. Assist/evaluate/review of project documents (e.g., physical and financial aspect) relative to the implementation of the PAMANA Program;b. Assist in the preparation of the Annual Work and Financial Plan for PAMANA Program operations;c. Provide input for the complete staff work, technical assistance to the implementation, monitoring and evaluation initiatives for the PAMANA Program in collaboration with concerned OPAPRU Units and implementing agencies;d. Provide updates relative to the status of the PAMANA Projects implementation for the database of PAMANA projects;

	<ul style="list-style-type: none">e. Assist in the conduct of social preparation, assessment planning, bilateral meetings, field validation/monitoring visit, problem solving session and final site inspection of PAMANA projects to determine and evaluate implementation status;f. Assist in PAMANA Budget preparation and monitoring.g. Prepare correspondence and reports;h. Perform related tasks that may be assigned by the Director IV of the Unit.
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