



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Social Healing and Peacebuilding Office</b>
<b>JOB TITLE / POSITION</b>	<b>Project Development Officer II</b>
<b>JOB DESIGNATION (if applicable)</b>	Support Staff for the Youth, Peace and Security (YPS) and Indigenous People (IP) Division
<b>JOB LEVEL</b>	Technical Salary Grade (SG) 15 – Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 1 years of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
<b>JOB OBJECTIVE</b>	To effectively and efficiently provide technical and administrative assistance to the division
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Technical and administrative support</li> <li>2. Coordination with units and other agencies</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Assists in the conduct of research for the drafting of OPARU’s feedback, comments, and/or inputs to memorandum/documents relative to YPS and IP Healing &amp; Reconciliation agenda;</li> <li>2. Provides technical and administrative support to the implementation of Conflict-Sensitive and Peace Promoting (CSPP) programs for the Youth and Indigenous Peoples of peace tables;</li> <li>3. Provides technical and administrative support in the implementation of the Healing and Reconciliation Program for IPs and YPS activities</li> <li>4. Coordinates with units and other agencies on the conduct of meetings, trainings and activities of the division</li> <li>5. Performs tasks as may be directed</li> </ol>