



OFFICE	Payapa at Masaganang Pamayanan (PaMaNa) – National Program Management Office (PNPMO)
JOB/TITLE POSITION	Project Development Officer II
JOB LEVEL	Salary Grade (SG) 15
PLACE OF ASSIGNMENT	OPAPRU Central Office, Ortigas, Pasig City
MINIMUM QUALIFICATION	Education: Bachelor’s Degree Work Experience: 1 year relevant experience Training Experience: 4 hours relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical support to the NPMO in the implementation of the PAMANA Program
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">a. Assist/Review technical engineering design, drawing and plans to ensure that project requirements are met and adhere to standards.b. Assist in the conduct of research, data gathering and data analyses as input to the formulation of strategies relative to the PAMANA Program;c. Assist in the monitoring of the developments and emerging trends that may impact the implementation of the PAMANA Program;d. Assist during the conduct of field inspection and monitoring of PAMANA projects to determine implementation status;e. Assist in the preparation of assessment reports, action plans and recommendations relative to the implementation of the PAMANA projects;f. Constituency Building: Coordinate(s) with the assigned community(ies), Local Government unit(s), and/or National Government Agency(ies) and/or the academe in furthering the implementation of PaMaNa Program;g. Provide complete staff work and technical assistance to planning, programming, implementation and monitoring and evaluation initiatives for the PAMANA Program in collaboration with concerned OPAPRU Units and implementing agencies; and,h. Perform related tasks that may be assigned by the Director IV of the Unit.