



TERMS OF REFERENCE

OFFICE	NORM CORE UNIT – JNC SECRETARIAT
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION (if applicable)	Secretariat Support Officer
JOB LEVEL	Salary Grade 18 – Php 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Field Office in Maguindanao del Norte
UNIT ASSIGNMENT	Joint Normalization Committee Operations Division
REPORTS DIRECTLY TO	Chief of the Planning and Operations Section
SUPERVISES	Support Technical Staff
COORDINATES WITH	All implementing units of the Normalization Core Unit, and concerned OPAPRU unit
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none">▪ Relevant Bachelor’s Degree▪ At least, two (2) years of relevant working experience▪ At least sixteen (16) hours of relevant training
JOB OBJECTIVE	To provide secretariat support to the JNC Operations Division and the implementation of the CAB
KEY RESULT AREAS	Technical and Operational Support to the JNC
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">(1) Acts as plenary coordinator;(2) Facilitates the operation and planning of the JNC Operations Division and organize necessary information, tracking actions and coordinated work with other unit;(3) Supervise the support secretariat staff;(4) Develop and maintain processes for JNC Operations Division activities in consultation with other stakeholders;(5) Other tasks, as may be required.