



**Office of the President of the Philippines**

**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

OFFICE	Social Healing and Peacebuilding Office (SHAPEO)
JOB TITLE / POSITION	<b>Project Development Officer III</b>
JOB DESIGNATION (if applicable)	Support staff for the Social Healing and Peacebuilding program in Lanao del Sur
JOB LEVEL	Technical Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	Lanao del Sur
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. Two years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
JOB OBJECTIVE	To effectively and efficiently assist in the Social Healing and Peacebuilding program of the OPAPRU in Lanao del Sur
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Technical and administrative support to the Social Healing and Peacebuilding program</li> <li>2. Coordination with other units and agencies</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides technical support to the planning, implementation and monitoring of P/TVE programs, projects, and activities of OPAPRU;</li> <li>2. Assists in the collection and data analysis, preparation and updating of project briefs, and other documentations on program implementation;</li> <li>3. Provide inputs on analysis, policies, guidelines, project proposals, and documentary requirements;</li> <li>4. Prepares technical reports and other correspondences;</li> <li>5. Provides technical and administrative assistance in the conduct of activities, meetings, and trainings of the section and/or office as necessary;</li> <li>6. Coordinates with units and other agencies on the conduct of trainings, meetings, and activities on PTVE; and</li> <li>7. Performs tasks as may be directed.</li> </ol>