



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

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Support Staff for the Conflict Prevention and Peace Approaches Division
JOB LEVEL	Technical Salary Grade (SG) 15 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 1 years of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the section
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical and administrative support 2. Facilitation of trainings on Conflict-Sensitivity and Peace Promotion (CSPP) 3. Coordination with other units and agencies
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists in the conduct of research for the drafting of OPAPRU’s feedback, comments, and/or inputs to memorandum/documents 2. Provides technical and administrative assistance to the conduct of CSPP and Peace Education and Preventing and Transforming Violent Extremism (P/TVE) programs, activities and projects 3. Coordinates with units and other agencies on the conduct of meetings, activities, and trainings of the section 4. Performs other tasks as may be directed