



**Office of the President of the Philippines**

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

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**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Socioeconomic Unit (Joint Task Forces on Camps Transformation)</b>
<b>JOB TITLE / POSITION</b>	<b>Project Development Officer III</b>
<b>JOB DESIGNATION (if applicable)</b>	Technical Officer/Technical Secretariat Staff
<b>JOB LEVEL</b>	Technical, Salary Grade (SG) 18 – Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Mindanao DOS, Maguindanao del Norte
<b>JOB OBJECTIVE</b>	To provide technical assistance to the Socioeconomic Development Unit-JTFCT in implementing programs, projects and activities
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's Degree</li> <li>2. Two (2) years of relevant working experience</li> <li>3. Willing to travel and be deployed in any areas in Mindanao</li> <li>4. Fluency in other languages spoken in Mindanao (desirable)</li> </ol>
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Technical Support</li> <li>2. Liaison, coordination and facilitation</li> <li>3. Research and capacity-building</li> <li>4. Monitoring of programs, projects and activities (PPAs) and management of information system</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provides technical and operational support to the GPH Joint Tasks Forces on Camps Transformation (GPH JTFCT) including but not limited to the following: <ol style="list-style-type: none"> <li>a. Documents the proceedings of the meeting and prepares highlights of consensus points after every meeting;</li> <li>b. Prepares reports, briefers, presentations, talking points, and other technical notes;</li> <li>c. Handle all technical requirements as required by the JTFCT.</li> </ol> </li> <li>2. Lead in the development of programs in the Transformation of six (6) Previously Acknowledged Camps;</li> <li>3. Organize and assists in the conduct of meetings, consultations, briefings, workshops, information campaign, dialogues, and other similar activities pertinent to the functions of the office;</li> <li>4. Coordinates with the implementing partners (i.e., AFP, PNP, National Agencies, BARMM, development partners, NGOs) on issues and concerns pertaining to the implementation of Camps Transformation Programs;</li> <li>5. Conducts research and field study, as necessary;</li> <li>6. Monitor progress of the implementation of Camps Transformation Programs;</li> <li>7. Travels in Mindanao as part of official business of the office;</li> <li>8. Prepares project proposals, technical reports and other reportorial requirements of the office for OPAPRU;</li> </ol>

	<ol style="list-style-type: none"><li>9. Reports directly to the Head of Secretariat of the GPH JTFCT and coordinates with other secretariat members in the execution of activities;</li><li>10. Ensure that all activity documentation and data are properly and safely kept and organized; and</li><li>11. Perform other tasks or functions as may be directed.</li></ol>
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