



TERMS OF REFERENCE

OFFICE	GENERAL ADMINISTRATIVE SUPPORT SERVICE
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER II
JOB DESIGNATION	Technical Position
JOB LEVEL	SG 15 (PhP 32,053.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Service (GASS)
COORDINATES WITH	Procurement Management Division-General Administrative Support Service and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	Education: Bachelor Degree of any relevant to course Work Experience: At least one (1) year relevant working experience Training Experience: Minimum four (4) hours of relevant training
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assists the Division Chief in efficiently implementing the OPAPRU procurement activities and process.2. Draft Procurement Contract in accordance with RA 9184;3. Consolidates the quarterly request of semi-expendables such as expendable properties such as office supplies/equipment and renovation, furniture and fixtures, and ICT equipment.4. Coordinates and monitors OPAPRU offices/units in conducting their activities.5. Prepares necessary documents for the Bids and Awards Committee such as presentation, conduct of bid evaluation and6. Performs other tasks that may be assigned from time to time by the OIC Head.