



TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support staff for the Gender and Development (GAD), Social Healing and Peacebuilding Office
JOB LEVEL	Technical - Salary Grade 18 – Contract of Service (PhP42,159.00_
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	To provide technical and administrative support in the implementation of GAD programs
KEY RESULT AREAS	Technical and administrative support to the Gender and Development
DUTIES AND RESPONSIBILITIES	1. Provides technical and administrative assistance to the GAD FPS; 2. Draft policy papers, concept notes, project proposals, memoranda, presentations, work and financial plans, accomplishment reports and other relevant documents relative to GAD; 3. Assist in the formulation and submission of the Units, Programs and OPAPRU Gender and Development Plan and Budget and Accomplishment Reports; 4. Design and/or facilitate GAD related capacity building trainings on GAD; 5. Assist in the Gender Mainstreaming Evaluation Framework (GMEF) Assessment 6. Design and/or administer gender related tools for the for the enhancement of OPAPRU's gender mainstreaming effort; 7. Represent OAPRU's capacity and expertise on Gender and Development externally; and 8. Performs other tasks as may be directed