



TERMS OF REFERENCE

OFFICE	Communications and Public Affairs Service
JOB/TITLE POSITION	Project Development Officer III
JOB LEVEL	2- Technical, Salary Grade 18- Contract of Service (Php 42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Ortigas, Pasig City
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none">1. Relevant Bachelor's degree2. 2 years of relevant experience3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical support to the implementation of the strategic communication plan of the unit
KEY RESULT AREAS	<ol style="list-style-type: none">1. Strategic Planning2. Technical assistance in the rollout of the strategic communication plan
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Prepare press releases, statements, speeches, and other communication materials to convey the positions, proposals, and progress of the National Peace Engagement.2. Monitor media coverage and public discourse related to the peace process, providing timely analysis and recommendations to the agency.3. Coordinate with internal and external stakeholders to ensure alignment and consistency in messaging across various platforms and channels.4. Organize and facilitate communication events, such as press conferences, briefings, and public forums, to engage with key audiences and promote dialogue and understanding.