



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

JOB TITLE / POSITION	Project Development Officer III
DESIGNATION (if applicable)	Technical Support Officer
JOB LEVEL	Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 2 years of relevant experience 3. 8 hours of relevant training
UNIT ASSIGNMENT	Localized Peace Engagement Office (LPEO)
REPORTS DIRECTLY TO	Peace Program Officer V, Director of LPEO
SUPERVISES	N/A
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
JOB OBJECTIVE	Provide technical support for the LPEO PAPs
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Research and data analysis 2. Tracking and monitoring of reports 3. Coordination and monitoring
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Oversee the tracking and monitoring work of the LPEO, including the management of the Office data-base and systems; 2. Focal person for Special project team and Amnesty related matters; 3. Undertakes policy and research work; 4. Drafts technical reports and other compliance documents; 5. Maintains the budget utilization including the management of the Office dashboard 6. Assists in conference management; 7. Assists the Division Chief as Focal person for Privacy Impact Assessment; and 8. Performs other tasks that will be assigned from time to time by the Office Director.