



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 II
DESIGNATION (if applicable)	Technical Support Officer
JOB LEVEL	Salary Grade (SG) 15 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 1 years of relevant experience 3. 4 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. Technical and Secretariat support 3. Coordination and monitoring
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Undertakes policy and research work relative to EO 70/LPE, TP, CTG and other matters; 2. Prepares analysis report, position papers, technical reports, correspondences, others; 3. Focal person for coordination and monitoring of peacebuilding work of the unit; 4. Monitors news reports on EO 70/LPE and CTG work, including preparation of daily news summaries, others; 5. Assists in conference management; 6. Serves as Focal person for the following: <ul style="list-style-type: none"> • NAP Youth Peace Security • Feedback Response System • Disaster Control Group 7. Performs other tasks that will be assigned from time to time by the Office Director.