



### TERMS OF REFERENCE

<b>OFFICE</b>	<b>MNLF Peace Process Office</b>
<b>JOB TITLE / POSITION</b>	<b>PROJECT DEVELOPMENT OFFICER II</b>
<b>JOB DESIGNATION (if applicable)</b>	<ul style="list-style-type: none"> <li>• Representative of the MNLF PPO in Lanao areas;</li> <li>• Technical Support for the Implementation of Transformation Program for the MNLF; and</li> <li>• Technical Support for the Implementation of Amnesty Program for the MNLF</li> </ul>
<b>JOB LEVEL</b>	2 - Technical, Salary Grade 15(PhP 32,053.00)
<b>UNIT ASSIGNMENT</b>	OPAPRU Lanao Areas
<b>REPORTS DIRECTLY TO</b>	Head of the MNLF PPO and Transformation Division
<b>JOB OBJECTIVE</b>	To efficiently and effectively provide technical and administrative support to the accomplishment of the deliverables of the MNLF Peace Process Office
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Technical Support and Administrative Support</li> <li>2. Coordination and facilitation;</li> <li>3. Legal Research; and</li> <li>4. Policy Development</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provides technical support (complete staff work, documentation, liaison and coordination, monitoring) to MNLF PPO and GPH-MNLF Peace Mechanisms</li> <li>2. Act as Focal Person of the MNLF PPO in Lanao areas</li> <li>3. Extend technical assistance in the preparation of reports, briefers, talking points, policies, guidelines, project proposals, and other technical requirements;</li> <li>4. Assists in the coordination with key stakeholders, courts of law, law enforcement agencies, local government units, and other government agencies relative to the data on and the status of cases of amnesty applicants;</li> <li>5. Assists in the coordination with the LABs for further case assessment of amnesty applications endorsed and transmitted by the latter to the NAC;</li> <li>6. Undertakes the proper documentation of all meetings and paraphernalia, whether in physical or digital form, relative to the activities of the MNLF PPO; and</li> <li>7. Performs such other functions as may be directed by the Head of the MNLF PPO.</li> </ol>