



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) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	MILF Peace Process Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Technical Staff
JOB LEVEL	Technical - Salary Grade (SG) 18 (Php42,159.00) Contract of Service
PLACE OF ASSIGNMENT	LNI Zamboanga City Team Site Office
JOB QUALIFICATIONS (MINIMUM)	Education: Bachelor's Degree Work Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
JOB OBJECTIVE	To provide technical support on the LNI program
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Support the collection and analysis of data, preparation and updating of project briefs, records and other documents on the implementation of the LNI program; 2. Provide technical support on coordination, integration, harmonization of LNI activities, 3. Assist on reviewing of proposals and drafting of program documents of the LNI activities; 4. Coordinate with OPAPRU departments, LGUs, and partner agencies in facilitating the LNI program; 5. Assist on monitoring of the implementation of processes and activities of the LNI program; 6. Assist in monitoring program risks and recommend ways forward support of implementation; 7. Provide inputs on analysis, research, policies, guidelines, project proposals, and documentary requirements of the LNI program, and 8. Undertake other tasks as required by the MILF PPO Director and Division Chief, and LNI Program Manager I.