



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

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TERMS OF REFERENCE

OFFICE	Socioeconomic Unit (Joint Task Forces on Camps Transformation)
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Technical Officer/Technical Secretariat Staff
JOB LEVEL	Technical, Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Mindanao DOS, Maguindanao del Norte
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Must be a licensed Civil Engineer 2. Two (2) years of relevant working experience 3. Willing to travel to conflict-affected and conflict vulnerable areas 4. Fluency in other languages spoken in Mindanao (desirable)
JOB OBJECTIVE	To provide technical assistance to the Socioeconomic Development Unit- JTFCT in implementing programs, projects and activities
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Implementation of PPAs for Joint Task Forces on Camps Transformation. 2. Monitoring of programs, projects and activities (PPAs) and management of information system. 3. Technical support, liaison and coordination
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Under the direction of the Head, GPH-JTFCT Secretariat carry out all delegated activities related to supervision of engineering works and infrastructure projects under the camps transformation program; 2. Plan and manage the field infrastructure works and the workplans in the camps; 3. Prepare, interpret and explain project plan, drawing and design documents supplied by the concerned stakeholders or project partners; 4. Supervise and monitor progress and quality of the infrastructure projects of Camps Transformation Programs to ensure conformity with the approved plans; 5. Ensure quantity/quality control and consistency in all materials used and works performed in accordance with the specifications indicated in the contract documents, project designs, and pre-agreed schedule; 6. Prepare reports, project proposals, site records, and other technical requirements of the Socioeconomic Development Unit- JTFCT including; 7. Attend and conduct periodic inspections as necessary and provide recommendation and/or certification on the quality of the work; 8. Report, recommend and take action on remedial actions regarding potential delays in project implementation; 9. Review project risks and prepare risk response plans; 10. Liaise, coordinate and participate in meetings with implementing partners to discuss status, issues and concerns pertaining to the implementation of Camps Transformation Programs;

	<p>11. Ensure that all project documentation is properly and safely kept and organized; and</p> <p>12. Perform other tasks or functions as may be directed.</p>
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