



TERMS OF REFERENCE

OFFICE	Communications and Public Affairs Service
JOB/TITLE POSITION	Project Development Officer III (Digital Media Manager)
JOB LEVEL	2- Technical, Salary Grade 18 (Php 42,159.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Ortigas, Pasig City
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none">1. Relevant Bachelor's degree2. 2 years of relevant experience3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical support to the implementation of the strategic communication plan of the unit
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Provide inputs in crafting of social media plans and activities which will effectively communicate the developments and achievement for the peace tables and programs;• Develop content into an interactive multi-media material for approved campaigns;• Provide social media coverage for events related to all peace tables and peace programs;• Manage and curate the PAMANA website, ensure that its content is updated;• Ensure timely release of official statements, messages, information materials and other content in the PAMANA social media accounts and website;• Provide technical reports in relation to social media listening and analytics;• Coordinate, collaborate and provide support for peace partners in connection with social media activities and/or campaigns related to the peace tables and programs; and• Spearhead and/or supervise media events or other activities as maybe assigned by Director of CPAS