



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. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



UNIT	Legislative and Legal Service
JOB TITLE	Project Development Officer III – NAC Secretariat
JOB LEVEL	Contract of Service (Php 42,159.00/month)
PLACE OF ASSIGNMENT	OPAPRU Central Office and PICC
REPORTS DIRECTLY TO	Head of NAC Secretariat
COORDINATES WITH	Implementing partners, stakeholders, and concerned OPAPRU/NAC departments
JOB QUALIFICATIONS	Education: Relevant Bachelor's Degree Experience: Three (3) years of relevant working experience Training: Sixteen (16) hours of relevant training
JOB OBJECTIVES	To provide technical/secretariat support to the OPAPRU/NAC and effectively to the implementation of the peace process
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical/secretariat support to the National Amnesty Commission; 2. Act as focal person to internal mechanisms in the Agency; 3. Provide technical assistance to the Head Secretariat in the conduct of the following functions: <ol style="list-style-type: none"> a. Provide legal support to the preparations for the operationalization of the National Amnesty Commission (NAC); b. Prepare research and memoranda as requested by the Head Secretariat for approval of the Head of the LLS; 4. Assist the Head Secretariat in drafting briefers, meeting agenda, correspondence and other compliances; 5. Act as OPAPRU representative to inter-agency bodies as may be assigned by the Head of the Secretariat/LLS; and 6. Perform other tasks as may be assigned by the Head of the Secretariat/ LLS.