



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

<b>JOB TITLE / POSITION</b>	<b>Project Development Officer III</b>
<b>DESIGNATION (if applicable)</b>	Technical Support Officer
<b>JOB LEVEL</b>	Salary Grade (SG) 18 – Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
<b>UNIT ASSIGNMENT</b>	Localized Peace Engagement Office (LPEO)
<b>REPORTS DIRECTLY TO</b>	Peace Program Officer V, Director of LPEO
<b>SUPERVISES</b>	N/A
<b>COORDINATES WITH</b>	All OPAPRU offices/services, government agencies, and other stakeholders
<b>JOB OBJECTIVE</b>	Provide technical support for the LPEO in managing all activities under LPE Division
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Research and data analysis</li> <li>2. Technical and secretariat support</li> <li>3. Coordination and monitoring</li> </ol>
<b>KEY ROLES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Undertakes policy and research work relative to EO 70/LPE, C/N/N and other matters;</li> <li>2. Focal person for coordination and monitoring of peacebuilding work of the office;</li> <li>3. Monitors news reports on EO 70/LPE and CNN work, including preparation of daily news summaries, others;</li> <li>4. Assist in the implementation of all LPE efforts of OPAPRU;</li> <li>5. Assists in conference management;</li> <li>6. Serves as the PCME focal of the office</li> <li>7. Serves as Focal person for Gender and Development (GAD); and</li> <li>8. Performs other tasks that will be assigned from time to time by the Director.</li> </ol>