



**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**

<b>OFFICE</b>	<b>MILF Peace Process Office</b>
<b>JOB TITLE / POSITION</b>	<b>Project Development Officer I</b>
<b>JOB DESIGNATION (if applicable)</b>	Technical Staff
<b>JOB LEVEL</b>	Technical - Salary Grade (SG) 11 (Php22,316.00) Contract of Service
<b>PLACE OF ASSIGNMENT</b>	LNI Zamboanga City Team Site Office
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: Bachelor's Degree Work Experience: None required Training: None required Eligibility: None required
<b>JOB OBJECTIVE</b>	To provide technical support on the LNI program
<b>KEY ROLES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Assist in the collection and analysis of data, preparation and updating of project briefs, records and other documents on the implementation of the LNI program;</li> <li>2. Coordinate with OPAPRU departments, LGUs, and partner agencies in facilitating the LNI program;</li> <li>3. Assist on monitoring of the implementation of processes and activities of the LNI program;</li> <li>4. Assist in monitoring program risks and recommend ways forward support of implementation;</li> <li>5. Assist in the analysis, research, policies, guidelines, project proposals, and documentary requirements of the LNI program, and</li> <li>6. Undertake other tasks as required by the MILF PPO Director and Division Chief, and LNI Program Manager I.</li> </ol>