



### TERMS OF REFERENCE

OFFICE	<b>Human Resource Management Service</b>
JOB TITLE / POSITION	<b>Peace Program Officer II</b>
DESIGNATION (if applicable)	Hiring/Recruitment Officer
JOB LEVEL	Salary Grade 15 (Php 38,413.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	HRMS – Personnel Division, Recruitment, Selection and Placement Section
REPORTS DIRECTLY TO	HRMS Director, CAO, SAO
SUPERVISES	Administrative Officer III
COORDINATES WITH	All HR officers, all OPAPRU units, HR external partners and stakeholders
MINIMUM QUALIFICATION	<b>Education:</b> Bachelor’s Degree <b>Experience:</b> 1 year relevant working experience (HR-related experience preferred) <b>Training:</b> 4 hours relevant training experience (HR-related training experience preferred)
JOB OBJECTIVE	1. To facilitate the agency’s personnel requirements. 2. To provide technical support to the HRMS
KEY RESULT AREAS	1. Recruitment, selection, and placement (RSP) 2. Student and youth internship 3. Technical assistance
KEY ROLES AND RESPONSIBILITIES	1. Facilitate timely processing of personnel requirements and ensure the OPAPRU standard hiring process: <ol style="list-style-type: none"> <li>a. Review of requests and recommendations for hiring;</li> <li>b. Review of OPAPRU vacant positions for posting;</li> <li>c. Initial screening and review of candidates’ profiles for PSB;</li> <li>d. Initiate conduct of PSB Panel Interview;</li> <li>e. Act as member of PSB Secretary;</li> <li>f. Coordination with hiring offices and services on the step-by-step evaluation and considerations in the assessment of candidates and applications;</li> <li>g. Generate assessment results and resolution/recommendation of the PSB for approval and issuance;</li> <li>h. Check and evaluate competitive written examinations.</li> <li>i. Initiate/conduct job offer and onboarding/endorsement of newly hired personnel;</li> </ol>

	<ol style="list-style-type: none"><li>2. Evaluate and recommend staffing requirements;</li><li>3. Provides assistance in the preparation of technical reports and other correspondences of the HRMS;</li><li>4. Provides technical assistance in the drafting and printing of Contracts of all Contract of Serive in the OPAPRU</li><li>5. Maintain and regularly update OPAPRU database for staffing requirements (newly hired, turn over, promotion, transfer of assignments);</li><li>6. Monitor and ensure compliance on the submission of recommendations for renewal of appointments and contracts, PDS, SALN, TOR;</li><li>7. Prepare appointment papers for newly hired Contractual personnel and facilitate routing for signature of approving authorities and transmittal to CSC;</li><li>8. Facilitate OPAPRU Internship Program (on-the-job training); and</li><li>9. Perform other tasks that may be assigned by the HRMS Director, CAO, SAO</li></ol>
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