



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

OFFICE	Socioeconomic Unit (Joint Task Forces on Camps Transformation)
JOB TITLE / POSITION	Project Development Officer I
JOB DESIGNATION (if applicable)	Camp Facilitator for Camp Bushra
JOB LEVEL	Technical, Salary Grade (SG) 11 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Mindanao DOS, Maguindanao del Norte
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s Degree 2. Preferably can speak Maranao 3. Willing to travel to conflict-affected and conflict vulnerable areas 4. Willing to work on holidays, weekends and beyond office hours as may be necessary
JOB OBJECTIVE	To provide technical assistance to the Socioeconomic Development Unit- JTFCT in implementing programs, projects and activities
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical Support 2. Liaison, coordination and facilitation 3. Monitoring of programs, projects and activities (PPAs) and management of information system
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical assistance to the MILF Co-Chairs of the JTFCT and MILF TFCT Camp-level Coordinators in JTFCT-related activities; 2. Ensure proper coordination and communication of JTFCT-related activities and developments with the MILF TFCT and other relevant MILF stakeholders/mechanisms on JTFCT-related activities; 3. Together with the GPH counterparts, serve as Secretariat during JTFCT meetings and activities, helping prepare briefings and presentations, talking points, minutes/highlights of meetings and post-activity reports; 4. Together with the GPH counterparts, jointly plan and deliver the JTFCT Secretariat work, and help ensure that JTFCT decisions and guidance are carried out/implemented; 5. Monitor the progress of implementation of PPAs in his/her assigned MILF Camp; 6. Reports directly to the Head of Secretariat of the GPH JTFCT and coordinates with other secretariat members in the execution of activities; and 7. Perform other tasks or functions as may be directed.