



**Office of the President of the Philippines**

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

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**TERMS OF REFERENCE**

OFFICE	<b>Knowledge Management and Peace Institute Service</b>
JOB TITLE / POSITION	<b>Project Development Officer for Gawad Kapayapaan (GaKap) - Job Order</b>
AVAILABLE POSITION	Two (2)
JOB DESIGNATION (if applicable)	Project Implementation Support Officer for GaKap
JOB LEVEL	Technical
SALARY AND TERM	Php 40,000.00/mo. ( <i>June - September 2023</i> )
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Graduate of any degree. Preferably with background in Communications, Research, Humanities, and Social Sciences;</li> <li>2. Has at least two (2) years of experience working with government organizations, non-government organization, or social sector;</li> <li>3. With at least two (2) years of experience conducting field work, data gathering, or research related engagement;</li> <li>4. Knowledgeable in data collection, data validation and data analysis and reporting;</li> <li>5. Willing to travel locally;</li> <li>6. Keen into details, innovative, and resourceful;</li> <li>7. Have strategies in verifying report, and good in research;</li> <li>8. Can prepare a technical report</li> </ol>
JOB OBJECTIVE	<p>To efficiently facilitate/provide technical support:</p> <ol style="list-style-type: none"> <li>1. In the development and operationalization of an efficient and fair Gawad Kapayapaan screening, validation, and awarding system, including but not limited to: (a) data gathering and collection, (b) documentation, and (c) assessment/ verification</li> </ol>
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Effective Data Gathering and Analysis;</li> <li>2. Documentation;</li> <li>3. Resource and Knowledge Management.</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Acts as the Project Implementation Support Officer for Gawad Kapayapaan;</li> <li>2. Liaise with the Gawad Kapayapaan Committee, Secretariat, Nominees and Awardees, OPAPRU and other relevant stakeholders for the conduct of meetings and implementation of activities;</li> <li>3. Provides support in the management of social media and other digital platforms of GaKap;</li> <li>4. Provides support in the development, production, and dissemination of GaKap advocacy and IEC materials</li> <li>5. Provides technical support to the following:</li> </ol>

	<ul style="list-style-type: none"><li>i. Gather and analyze nomination forms and screening documents received by OPAPRU;</li><li>ii. Endorse nominations, and address concerns relating to it;</li></ul> <ol style="list-style-type: none"><li>6. Acts as documenter for every screening, verification and validation activities (in person, field visit or online) of GaKap;</li><li>7. Prepares administrative and logistical documents relating to the preparation of activities;</li><li>8. Prepares letters and other communications required for the screening, verification and validation, and awarding activities;</li><li>9. Helps in the overall implementation of Gawad Kapayapaan Awarding Ceremony in September 2023;</li><li>10. Performs other tasks as may be assigned by the Gawad Kapayapaan Secretariat and Committee, and Head of KMPIS.</li></ol>
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