



TERMS OF REFERENCE

UNIT ASSIGNMENT	INTERNATIONAL AND PRIVATE PARTNESHIPS OFFICE
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
JOB LEVEL	2 - Technical, Contract of Service, Salary Grade (SG) 18 – Php 42,159.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	Director of IPPO
COORDINATES WITH	All OPAPRU units, government agencies, agencies, development partners, other stakeholders
MINIMUM QUALIFICATION	Education: Bachelor’s Degree Experience: Two (2) years of relevant working experience Training: Eighth (8) hours of relevant training
JOB OBJECTIVE	Provide technical assistance to the Office Head in managing and coordinating programs and projects of private and international development partners in support of the peace process
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist in the coordination and consultation with national government agencies, local government units, security sector, civil society, international partners, and other stakeholders on concerns relative to programs and projects in support of the peace process; 2. Establish and maintain good working relationships with all local and international partners; 3. Provide technical assistance on actual meetings, engagements and events of ICPO with different peace partners of OPAPRU. 4. Coordinate with international partners, private sector partners and internal OPAPRU units for the mapping and matching of available resources to the needs of the units; 5. Oversee the financial and administrative matters of the office, including the monitoring of programs and projects being implemented and managed by the OPAPRU; 6. Oversee major events, activities, and internal and external compliances of the ICPO; 7. Represent the office in the Junior Program and Budget Advisory Committee (JPBAC) as alternate of the ICPO Director; 8. Perform all other functions assigned by the Director of ICPO.