



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support staff for the Women, Peace, and Security (WPS) Section
JOB LEVEL	Technical Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the WPS Section
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical and administrative support to the WPS Section 2. Coordination with other units and agencies
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and administrative assistance to the National Action Plan for Women, Peace and Security (NAPWPS) Secretariat; 2. Drafts OPAPRU’s feedback, comments, and/or inputs to memorandum/documents relative to NAPWPS; 3. Provides technical and administrative support in the formulation of WPS plans, programs and policies; 4. Provides technical and administrative support to the conduct of activities/trainings of the secretariat; 5. Provides support to the review of systems and processes of units to ensure integration of the WPS perspective; 6. Coordinates with units and other agencies on the conduct of trainings/meetings/activities, submission of agency specific action plans and accomplishment reports and other documents relative to WPS and; 7. Performs other tasks as may be directed