



**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	<b>Social Healing and Peacebuilding Office</b>
JOB TITLE / POSITION	<b>Project Development Officer II</b>
JOB DESIGNATION (if applicable)	Support staff for the Gender and Development (GAD) Section
JOB LEVEL	Technical Salary Grade (SG) 15 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 1 years of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the GAD Section
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Technical and administrative support to the GAD Section</li> <li>2. Coordination with other units and agencies</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides technical and administrative assistance to the Gender and Development Focal Point System (GAD FPS) Secretariat;</li> <li>2. Assists in the drafting of OPAPRU’s feedback, comments, and/or inputs to memorandum/documents relative to GAD;</li> <li>3. Provides technical and administrative support to the conduct of activities/trainings on GAD;</li> <li>4. Assists in the coordination with units and other agencies on the conduct of trainings/meetings/activities;</li> <li>5. Performs other tasks as may be directed</li> </ol>