



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 Indigenous People (IP) Division
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 effectively and efficiently provide technical and administrative assistance to the division
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical and administrative support 2. Coordination with units and other agencies
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Drafts OPAPRU’s feedback, comments, and/or inputs to memorandum/documents 2. Provides technical and administrative support to the implementation of CSPP programs for the Indigenous Peoples of peace tables 3. Provides technical and administrative support in the implementation of the Healing and Reconciliation Program for IPs 4. Coordinates units and other agencies on the conduct of meetings and activities of the division 5. Performs tasks as may be directed