



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin I Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



UNIT	Legislative and Legal Service (LLS)
JOB TITLE	Project Development Officer III
JOB LEVEL	Contract of Service (Php 42,159.00/month)
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	Head of LLS
COORDINATES WITH	Implementing partners, stakeholders, and concerned OPAPRU programs/departments/units
JOB QUALIFICATIONS	Education: Relevant Bachelor's Degree Experience: Two (2) years working experience Training: Eight (8) hours of relevant training
JOB OBJECTIVES	To provide technical and operational support to the LLS and to effectively contribute to the implementation of peace process
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical and operational support to the LLS; 2. Act as focal person to internal mechanisms in the Agency; 3. Prepare research and memoranda as requested by the Head of the LLS; 4. Assist the Head of LLS in drafting briefers, meeting agenda, correspondence and other compliances; 5. Act as OPAPRU representative to inter-agency bodies as may be assigned by the Head of the LLS; and 6. Perform other tasks as may be assigned by the Head of the LLS.
KEY RESULTS AREAS	<ol style="list-style-type: none"> 1. Legislative and Legal Support 2. Administrative and Technical Support 3. Financial Management