



TERMS OF REFERENCE

OFFICE	Transitional Justice and Reconciliation Office
JOB TITLE / POSITION	Project Development Officer II
DESIGNATION (if applicable)	Technical Staff
JOB LEVEL	Technical - Salary Grade 15 (Php32,053.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Bachelor’s Degree Experience: One (1) year of relevant working experience Training: Four (4) hours of relevant training
JOB OBJECTIVE	To provide technical and secretariat support for the development, implementation and monitoring of TJR programs, projects and activities of the ICCMN-TJR Cluster, its Working Groups, the GPH-MILF Technical Working Group on TJR (TWG-TJR) and the requirements of the GPH Co-Chair of the TWG-TJR in Bangsamoro areas and adjacent areas.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Program/project management, implementation and monitoring 2. Advocacy, networking/liaison/coordination and facilitation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical assistance and secretariat support in the development, implementation and monitoring of priority TJR programs. 2. Coordinate/liaise with regional/local and BARMM and/or national agencies and partner organizations supporting the implementation of TJR programs and initiatives. 3. Assist in the conduct of research, field assessment/study and KIIs/FGDs with key community leaders/stakeholders in target/priority areas of operation. 4. Assist in monitoring, validating and recommending solutions to address contentious issues arising from the implementation of the TJR program. 5. Draft daily/weekly operational, other technical, and compliance reports. 6. Coordinate and/or attend to internal and external meetings, fora, conferences of the unit on matters concerning TJR, as may be directed. 7. Assist the Senior Administrative Office in drafting of the travel documents, budgetary requirements, PPMPs and tracking of the financial performance status of the unit. 8. Assist the PCME focal in the preparation of financial required documents such as WFPs, project profiles and PPMPs in coordination with senior technical staff. 9. Perform other tasks as may be assigned by the unit head/immediate supervisor.