



## TERMS OF REFERENCE

<b>JOB TITLE / POSITION</b>	<b>PROJECT DEVELOPMENT OFFICER IV</b>
<b>DESIGNATION (if applicable)</b>	Contract-Partnership Management Officer
<b>JOB LEVEL</b>	Salary Grade 22 (PhP 66,867.00), Contract of Service
<b>PLACE OF ASSIGNMENT</b>	Pasig City, Metro Manila
<b>UNIT ASSIGNMENT</b>	Socioeconomic Development Unit - Task Force for Decommissioned Combatants and their Communities
<b>REPORTS DIRECTLY TO</b>	Head of Unit
<b>SUPERVISES</b>	NA
<b>COORDINATES WITH</b>	(1) Agency-Representatives of the Government of the Philippines to the TFDCC; (2) Representatives of the Moro Islamic Liberation Front to the TFDCC; (3) National Government Agencies/Implementing Partners of TFDCC; (4) Donor Communities, Civil Society Organizations and other project stakeholders. (5) OPAPRU Legal Department
<b>JOB QUALIFICATIONS (MINIMUM)</b>	<ul style="list-style-type: none"> <li>▪ Graduate of Bachelor of Laws or legal management</li> <li>▪ Minimum 3 years of professional experience on paralegal work</li> <li>▪ Excellent communication skills</li> <li>▪ Willing to travel to conflict-affected areas</li> <li>▪ Willing to work on holidays, weekends and beyond office hours as may be necessary</li> </ul>
<b>JOB OBJECTIVE</b>	Manage contract-partnership agreement with member-agencies of Inter-Cabinet Cluster Mechanism on Normalization-Socioeconomic Development Subcluster and other stakeholders
<b>KEY RESULT AREAS</b>	Partnership Agreements
<b>KEY ROLES AND RESPONSIBILITIES</b>	(1) Ensure that program implementation is compliant to the agreements on signed documents (memorandum of agreements/understanding, contracts and other guidelines); (2) Provide technical support (complete staff work, designing, coordination, documentation) in the provision of capacity development interventions for the concerned staff and implementing partners; (3) Manage national-level institutional partnerships; (4) Prepare compliance reports; and, (5) Perform other tasks as may be assigned by the Head of Unit.