



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER IV
DESIGNATION (if applicable)	Contract-Partnership Management Officer
JOB LEVEL	Salary Grade 22 (PhP 66,867.00), Contract of Service
PLACE OF ASSIGNMENT	Pasig City, Metro Manila
UNIT ASSIGNMENT	Socioeconomic Development Unit - Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	<ol style="list-style-type: none"> (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
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Graduate of Bachelor of Laws or legal management ▪ Minimum 3 years of professional experience on paralegal work ▪ Excellent communication skills ▪ Willing to travel to conflict-affected areas ▪ Willing to work on holidays, weekends and beyond office hours as may be necessary
JOB OBJECTIVE	Manage contract-partnership agreement with member-agencies of Inter-Cabinet Cluster Mechanism on Normalization-Socioeconomic Development Subcluster and other stakeholders
KEY RESULT AREAS	Partnership Agreements
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (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.