



TERMS OF REFERENCE

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| OFFICE | Transitional Justice and Reconciliation Office |
| JOB TITLE / POSITION | Project Development Officer IV |
| DESIGNATION (if applicable) | Technical Staff |
| JOB LEVEL | Technical/ Salary Grade 22 (PhP66,867.00) – Contract of Service |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| JOB QUALIFICATIONS (MINIMUM) | Education: Bachelor's Degree Experience: Three (3) years of relevant working experience Training: Sixteen (16) 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 | Provision of technical assistance in the following areas of work: <ol style="list-style-type: none">1. Program development/project management, implementation and monitoring2. Capacity building3. 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 TJR programs/projects that focus on land-related issues in the BARMM.2. Lead/facilitate meetings, workshops or activities relative to TJR initiatives on land-related issues.3. Coordinate/liaise with national or regional/local and concerned BARMM agencies and partner organizations supporting the implementation of programs relative to land-related issues and other TJR programs.4. Facilitate the conduct of research, field assessment/study and KIIs/FGDs with key community leaders/stakeholders in target/priority areas of operation.5. Assist in monitoring, validating and recommending solutions to address contentious issues arising from the implementation of TJR programs/projects/activities.6. Draft daily/weekly operational, other technical, and compliance reports.7. Coordinate and/or attend to internal and external meetings, fora, conferences of the unit as may be directed.8. Perform other tasks as directed by the unit head/immediate. |