



TERMS OF REFERENCE

OFFICE	OFFICE OF THE CHIEF OF STAFF (OCOS)
JOB TITLE/POSITION	PROJECT DEVELOPMENT OFFICER II (PDO II)
JOB LEVEL	2 - Technical, Salary Grade 15 Contract of Service - (PhP32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATIONS	1. Bachelor's degree relevant to the job 2. At least one (1) year of relevant work experience 3. At least four (4) hours of relevant training
JOB OBJECTIVE	Ensure that the technical requirements of the OCOS are provided in a quality, timely and efficient manner
KEY RESULT AREAS	1. Technical and secretariat support 2. Coordination and facilitation
REPORTS DIRECTLY TO	Chief of Staff (COS)
KEY ROLES AND RESPONSIBILITIES	1. Provides technical and operational support to the Office of the Chief of Staff (OCOS) including but not limited to: a. Assists in facilitating and organizing the conduct of Management Committee (ManCom) meetings and other meetings/activities handled by the OCOS; b. Coordinates with various programs/offices; and c. Prepares and distributes notices, agenda, directives/action points, minutes of the meeting, presentation materials, and other relevant documents/administrative arrangements. 2. Prepares memoranda, summary disposition form, correspondences, reports, presentations for the COS and other similar documents; 3. Assists in monitoring documents/compliances and reviews reports, requests and other documents submitted to the office; 4. Attends, on behalf of the COS/EA III, in meetings, activities and other official functions as may be assigned; and 5. Performs other duties and functions as may be assigned by the COS/EA III.