



TERMS OF REFERENCE

OFFICE	MNLF Peace Process Office
JOB TITLE/POSITION	PROJECT DEVELOPMENT OFFICER III
JOB DESIGNATION (if applicable)	Focal person of the Socio Economic Component (Community) of the MNLF Transformation Program
JOB LEVEL	2 Technical (Salary Grade 18 – PhP 42, 159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office (Ortigas Center, Pasig City)
JOB OBJECTIVES	To efficiently and effectively provide technical and administrative assistance to the accomplishment of the deliverables of the MNLF Peace Process Office
KEY RESULT AREAS	<ol style="list-style-type: none">1. Meeting Management2. Technical and administrative support3. Coordination to agencies and other stakeholders4. Report Preparation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Support in the coordination of deliverables and conduct of meetings relative to the Socio-Economic Component (community) of the MNLF Transformation Program;2. Assist in the formulation of policies and development of programs for socio-economic interventions for the MNLF combatants, their families and communities;3. Coordinates with the implementing partners (i.e. agencies, CSOs, PLGUs/LGUs, academe, and other stakeholders) of the socio-economic interventions of the transformation program of the MNLF;4. Extend technical assistance relative to the formulation of policies and development of programs for the transformation program of the MNLF;5. Extend assistance in the preparation of Transformation Program's report to be submitted to the PCME focal;6. Monitor progress of implementation of the socio-economic interventions and prepares output level reports to the management committees; and7. Performs other tasks or functions as may be directed.