



### TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER IV
DESIGNATION	Technical Assistant for MNLF PPO
JOB LEVEL AND STATUS	Salary Grade 22 (Php 66,867.00) /-H
PLACE OF ASSIGNMENT	Ortigas Center, Pasig City
UNIT ASSIGNMENT	MNLF PPO-Political Engagement Division
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Transformation Division, and Head of Political Engagement Division
JOB OBJECTIVES	<ol style="list-style-type: none"><li>1. To lead the implementation of the Transformation Program under the Security Component</li><li>2. To provide technical support to program planning, implementation, monitoring, and evaluation;</li><li>3. To create and maintain a dynamic database management system for the Security Component.</li></ol>
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Technical Reports;</li><li>2. Program Management</li><li>3. Policy and Research; and</li><li>4. Monitoring and Evaluation.</li></ol>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Lead in the overall implementation of the Transformation Program for Security Component;</li><li>2. Facilitate coordination within and inter-agencies including conduct of meetings relative to the Security Component;</li><li>3. Lead in the formulation of policies and development programs for security interventions for the MNLF combatants and their families;</li><li>4. Lead in the coordination with the implementing partners (i.e., AFP, PNP, DND) of security interventions of the transformation program for the MNLF;</li><li>5. Lead in maintaining and monitoring the database for Security component</li><li>6. Extend technical assistance relative to the formulation of policies and development of programs for the Transformation Program of the MNLF;</li><li>7. Lead in the preparation of Transformation Program's Security Component report to be submitted to the PCME focal;</li><li>8. Monitor progress of implementation of the socio-economic interventions and prepares output-level reports to the management committees; and</li><li>9. Performs other tasks or functions as may be directed by the Direct Supervisor or Head of Office.</li></ol>