



TERMS OF REFERENCE

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| JOB TITLE / POSITION | PROJECT DEVELOPMENT OFFICER (PDO) IV |
| DESIGNATION (if applicable) | Senior Planning Officer for ISO-QMS |
| JOB LEVEL | 2 - Technical, Contract of Service, Salary Grade (SG) 22 – Php 66,867.00 |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| UNIT ASSIGNMENT | Policy and Strategy Development and Knowledge Management Service |
| 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 lead the planning, implementation, monitoring, and continuous improvement of the ISO-QMS in OPAPRU, ensuring alignment with the agency’s mandate and strategic objectives. |
| KEY RESULT AREAS | <ol style="list-style-type: none"> 1. Leadership in the implementation of ISO-QMS 2. Development of operational policies and standards 3. Audit management and compliance oversight 4. Capacity building |
| KEY ROLES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Spearheads the establishment and implementation of ISO-QMS within OPAPRU, ensuring alignment with ISO 9001:2015 standards; 2. Leads in the development of operational policies and procedures that enhance service quality and align with OPAPRU’s strategic goals; 3. Provides technical and administrative assistance in quality audits, management reviews, and ensure timely resolution of non-conformities; 4. Facilitates the delivery of training sessions on ISO-QMS for OPAPRU personnel; 5. Facilitates coordination among OPAPRU units, peace partners, and other stakeholders for effective ISO-QMS implementation; 6. Prepares documentation and comprehensive reports on ISO-QMS activities, including audit outcomes and corrective actions; and 7. Performs other tasks or functions as may be directed. |