



TERMS OF REFERENCE

OFFICE	Communications and Public Affairs Service
JOB/TITLE POSITION	Project Development Officer III
JOB LEVEL	2- Technical, Salary Grade 18 (Php 42,159.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Ortigas, Pasig City
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none">1. Relevant Bachelor's degree2. 2 years of relevant experience3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical support to the implementation of the strategic communication plan of the unit
KEY RESULT AREAS	Multimedia Design
DUTIES AND RESPONSIBILITIES	<p>Video Editing</p> <ol style="list-style-type: none">1. Produce multimedia creative output in support of the Agency's communication goals, objectives, plans, messages which include but not limited to:<ol style="list-style-type: none">a. Explainer videosb. Reelsc. Video animationsd. Video presentations2. Work with the communications team in ensuring all video requirements are met;3. Handle production and technical aspect of audio-visual presentations;4. Provide inputs/recommendations in terms of visual assets in the implementation of communications plans and campaigns;5. Provide all output and <u>raw</u> creative assets used to the Unit/Agency.6. Outputs will be delivered royalty-free, without any limit on time or usage including the web, print publications, and other formats. The Agency holds the right to use submitted outputs in web, print publications, and other formats; <p>Photo and Video Documentation</p> <ol style="list-style-type: none">7. Provide photo and video documentation in all activities organized by the Agency;8. Organize the photo and video archiving system of CPAS;9. Ensure photo and video online and offline archive/storage is updated;

	<p>Graphic Design and Layout</p> <p>10. Has an ability use design technique such as but not limited to typography, illustration, photography, and other visual trends into designs that captures the message of the Agency;</p> <p>Content Production</p> <p>11. Produce/write content in support of the agency's goals and priorities including, but not limited to, press releases, speeches, talking points, reports, FAQs and other external and internal communication materials;</p> <p>12. Cover all events organized by the PAMANA NMPO and other related initiatives inclusive of photo documentations;</p> <p>13. Handle special projects and activities as may be assigned by the OPAPRU Head of the Communications and Public Affairs, and/or the assigned Team Leaders;</p> <p>14. Monitors and provides support for PAMANA programs/projects</p> <p>15. Develops content for information, education and communications (IEC) materials, social cards, and social media posts;</p> <p>16. Handle special tasks/projects and activities or perform other tasks as may be assigned by the OPAPRU Head of the Communications and Public Affairs</p>
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