



TERMS OF REFERENCE

OFFICE	MNLF Peace Process Office
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
JOB DESIGNATION	Technical Assistant for MNLF Secretariat of NAC
JOB LEVEL AND STATUS	2 - Technical, (Salary Grade 18, PhP 42,159.00)
PLACE OF ASSIGNMENT	Ortigas Center, Pasig City
JOB OBJECTIVES	<ol style="list-style-type: none">1. To provide technical support to program planning, implementation, monitoring, and evaluation;2. To ensure and maintain the proper documentation of all amnesty applications, including those endorsed and transmitted by LABs; and3. To create and maintain a dynamic database management system for all amnesty applications.
KEY RESULT AREAS	<ol style="list-style-type: none">1. Technical Support;2. Legal Research; and3. Policy Implementation.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides technical support and legal research to the MNLF Secretariat of NAC;2. Assists in the coordination with key stakeholders, courts of law, quasi-judicial bodies, law enforcement agencies, local government units, and other government agencies relative to the data on and the status of cases of amnesty applicants;3. Assists in the coordination with the LABs for further case assessment of amnesty applications endorsed and transmitted by the latter to NAC;4. Undertakes the proper documentation of all documents and paraphernalia, whether in physical or digital form, relative to the activities of the MNLF Secretariat of NAC; and5. Performs such other functions as may be directed by the Head of the MNLF Secretariat of NAC.