



TERMS OF REFERENCE

OFFICE	Planning, Programming and Resource Management Service (PPRMS)
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Performance Officer
JOB LEVEL	Technical - Contract of Service (matching SG 18 SSL V First Tranche)
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's Degree 2. Preferred 3 years of relevant experience in planning and performance management 3. 8 hours of relevant training
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. To facilitate initiatives on Strategic Performance Management System (SPMS) as one of the PMT Secretariat Members. 2. To provide technical and administrative support in the conduct of the activities of the Program and Budget Advisory Committee of the agency.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Planning and Compliance 2. Data and Performance Management 3. Coordination and monitoring 4. Budget Preparation and processes 5. Detail-oriented 6. Technical Writing Skills
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To provide technical and administrative tasks in the following functions: <ul style="list-style-type: none"> ● Assistance in the conduct of Program and Budget Advisory Committee meetings and activities ● Perform function in the Strategic Performance Management System as PMT Secretariat, particularly in the Agency Office Performance Commitment and Review (OPCR). ● Budget preparation and processes for the OPAPRU Budget Proposal for the applicable fiscal year; ● In facilitating compliance and other reportorial requirements in support of the PPO IV. 2. Coordinate and consolidate units' submission to compliance and reportorial requirements to produce quality OPAPRU reports and documents; 3. Conduct research, report writing, document, and material preparation; 4. Maintain and manage records, databases, and documentation related to planning, budget, performance evaluation, and compliance reports. 5. Assist in the preparation of presentation materials, briefing documents, and reports; 6. Perform other functions as assigned by the Unit Director and Deputy Head/s.