



OFFICE	POLICY AND STRATEGY DEVELOPMENT AND KNOWLEDGE MANAGEMENT SERVICE
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER II
JOB DESIGNATION (if applicable)	Assistant Capacity Development Officer
JOB LEVEL	Technical, SG 15 (PhP 32,053.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATIONS	Education: Bachelor Degree of any relevant to course Work Experience: At least one (1) year relevant working experience Training Experience: Minimum four (4) hours of relevant training
JOB OBJECTIVE	To assist in the: <ol style="list-style-type: none"> 1. Development and operationalization of a comprehensive peacebuilding capacity development and training program for OPAPRU external stakeholders in the formal and non-formal learning institutions; 2. Management and administration of resource materials relevant to the peace process
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Capacity development 2. Networking and linkage-building
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Acts as the Assistant Capacity Development Officer; 2. Provides technical and administrative assistance to the Capacity Development Officer, Senior Peace Resource and Capacity Development Officer, Division Chief and PDSKMS Director; 3. Provides technical and administrative support in the conduct of the following: <ol style="list-style-type: none"> a. Peace Advocacy and Peace Education-related activities designed to create vigorous peace-constituency-building interventions through partnerships and network-building; b. Development of modules, and other training materials for in-house capacity-enhancement trainings, and peacebuilding-related training courses for OPAPRU and its partners; c. Peacebuilding training courses for OPAPRU peace partners. This includes preparation of training program, training of trainers and/or organization of pool of trainers, and conduct of short courses and trainings on peace process-relevant topics; and

	<p>d. Drafting of proposals, concepts notes, Division reports, and other similar documents</p> <ol style="list-style-type: none">4. Supports the Division's network and linkage building initiatives with other local and international peace institutes, academe, national government agencies, and civil society organizations working for peace and development;5. Assists in the preparation of CSW on routine letters, endorsements, other communications and required activities; and6. Performs other tasks and functions as may be assigned by the Supervisor.
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