



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

OFFICE	<b>Social Healing and Peacebuilding Office</b>
JOB TITLE / POSITION	<b>Project Development Officer IV</b>
JOB DESIGNATION (if applicable)	Program Manager for the Gender and Development (GAD) Section
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 22 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To efficiently and effectively facilitate, oversee, and manage the Gender and Development (GAD) Section
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Management of the GAD Section</li> <li>2. Provision of technical assistance to OPAPRU and other agencies on GAD</li> <li>3. Facilitation of the implementation of GAD programs, projects and activities</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Assists in the provision of technical and administrative assistance to the GAD Focal Point System (GFPS), and/or any pertinent SHAPEO agenda;</li> <li>2. Represents the director/deputy director, in their absence, during OPAPRU inter-unit or inter-agency meetings in relation to GAD, and/or any pertinent SHAPEO agenda;</li> <li>3. Assists in the review of systems, processes and programs of units to ensure integration of the GAD perspectives, and/or any pertinent SHAPEO agenda;</li> <li>4. Lead and/or facilitate the conduct of GAD activities/trainings for OPAPRU;</li> <li>5. Provides GAD, and/or any pertinent SHAPEO-related inputs as requested by internal and external clients;</li> <li>6. Facilitates the review, formulation and/or innovation of GAD related policies, programs, projects, and activities;</li> <li>7. Facilitates the preparation and formulation of the agency's GAD plan and accomplishment reports;</li> <li>8. Provides technical and administrative support to the conduct/implementation of WPS interventions to ensure alignment of GAD and WPS efforts internally and externally;</li> <li>9. Prepares the division's compliance and reports on GAD;</li> <li>10. Facilitates the coordination with units and other agencies on the conduct of trainings/meetings/activities, submission of action plans, and other documents relative to GAD and;</li> <li>11. Performs other tasks as may be directed.</li> </ol>