



## TERMS OF REFERENCE

OFFICE	<b>Socioeconomic Development Unit - Joint Task Forces on Camp Transformation (JTFCT) Secretariat</b>
JOB TITLE / POSITION	<b>Project Development Officer II</b>
JOB DESIGNATION (if applicable)	Component Lead for the Capacity Development
JOB LEVEL	Technical, Salary Grade 15 (Php 32,053.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office – Maguindanao Del Norte
UNIT ASSIGNMENT	Joint Task Force on Camps Transformation (JTFCT) Secretariat
REPORTS DIRECTLY TO	Head of Unit
COORDINATES WITH	<ul style="list-style-type: none"> <li>- JTFCT and other OPAPRU Offices/Services</li> <li>- JTFCT and other Peace Process Mechanisms</li> </ul>
JOB QUALIFICATIONS (MINIMUM)	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree (preferably in Social Sciences or Social Work)</li> <li>2. Two (1) years of relevant working experience</li> <li>3. At least 4 hours of relevant training</li> <li>4. Willing to do field work to conflict-affected areas and vulnerable communities</li> <li>5. Proficiency in written communication</li> <li>6. Fluency in other languages spoken in Mindanao (desirable)</li> </ol>
JOB OBJECTIVE	Provides technical assistance and support in the operations of the Socioeconomic Unit particularly the GPH Joint Task Forces on Camps Transformation of the GPH-MILF Peace Process in implementing programs, projects and activities
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Implementation of the JTFCT programs, projects, and activities (PPAs)</li> <li>2. Monitoring of programs, projects and activities (PPAs) and management of information system.</li> <li>3. Technical support, liaison and coordination</li> </ol>



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216



KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Under the direction of the Head of the GPH-JTFCT Secretariat, carry out all delegated activities related to the implementation of capacity development programs related to the transformation of former camps of the Moro Islamic Liberation Front, including planning, budgeting, implementation, monitoring and evaluating, and making recommendations;</li><li>2. Help empower client/beneficiaries and transforming them to become productive citizens of the communities;</li><li>3. Prepare reports, project proposals, documentations, and other technical requirements for the Socioeconomic Development Unit- JTFCT;</li><li>4. Attend and conduct periodic inspections and evaluation as necessary to provide program assessment and recommendation;</li><li>5. Report, recommend and take action on remedial actions regarding potential and challenges and delays in program implementation;</li><li>6. Review project risks and prepare risk response plans;</li><li>7. Liaise, coordinate and participate in meetings with implementing partners to discuss status, issues and concerns pertaining to the implementation of Camps Transformation Programs;</li><li>8. Ensure that all program documentation is properly and safely kept and organized; and</li><li>9. Perform other tasks or functions as may be directed.</li></ol>
--------------------------------	---