



**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>Information and Communications Technology Division (ICTD)</b>
JOB TITLE / POSITION	<b>Computer Programmer III</b>
DESIGNATION (if applicable)	Senior Programmer/Systems Development and Support
JOB LEVEL	Technical, Salary Grade (SG) 18 - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 2 years of relevant experience</li> <li>3. Must have experience in developing software using PHP, VB.Net, C#, Python, MySQL, MSSQL, etc.</li> <li>4. Must have experience in using software/web development framework such as ASP.Net, Laravel, CodeIgniter, Vue.js, etc.</li> </ol>
JOB OBJECTIVE	To develop efficient systems based on specifications in support to the operations of the OPAPRU.
KEY RESULT AREAS	To deploy and deliver effective and efficient ICT systems and services in support to the OPAPRU's organizational capacity to fulfill its peace mission in conflict affected and conflict-vulnerable areas.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Keep abreast with the current and latest technologies.</li> <li>2. Assist in the development, maintenance, testing and implementation of Agency's business system.</li> <li>3. Makes continuous improvements to the systems and flows of operations.</li> <li>4. Monitors development activities and reports project progress.</li> <li>5. Resolve complex programming problems.</li> <li>6. Investigates user problems and need, identifies its source and determines possible solutions.</li> <li>7. Codes, tests and troubleshoots programs utilizing the appropriate hardware, database and programming technologies.</li> <li>8. Involved in the actual programming of the systems.</li> <li>9. Controls confidentiality with regard to the information being process, stored or accessed by the network.</li> <li>10. Backs up data regularly, controls security access and reconciles information through the use of reports.</li> <li>11. Ensures that implementation issues and risks that arise are adequately addressed and resolved.</li> <li>12. Recommends technological solutions for the enhancement of business process of the organization.</li> <li>13. Evaluates continuously and analyzes the flow of operations of the Agency's systems.</li> <li>14. Improves technical competence of the team through training and development of existing and new team member.</li> <li>15. Perform other tasks that may be assigned by the head of Finance and Admin. Services from time to time.</li> </ol>