



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support staff for the Youth, Peace and Security (YPS) Division
JOB LEVEL	Technical Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Relevant Bachelor's degree2. 2 years of relevant experience3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the division
KEY RESULT AREAS	<ol style="list-style-type: none">1. Technical and administrative support2. Coordination with other units and agencies
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Drafts OPAPRU's feedback, comments, and/or inputs to memorandum/documents relative to YPS;2. Provides technical support to the crafting of YPS inputs as requested by internal and external clients;3. Provides technical and administrative assistance to the conduct of meetings, activities, and trainings;4. Coordinates with units and other agencies on the conduct of meetings, activities, and trainings relative to YPS and;5. Performs other tasks as may be directed