



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	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)
JOB TITLE / POSITION	Project Development Officer III
DESIGNATION (If applicable)	Area Coordinator for Mimaropa
JOB LEVEL	Technical Salary Grace (SG) 18 <i>php 42,159.00</i>
PLACE OF ASSIGNMENT	OPAPRU Central Office / AMU-Southern Luzon
JOB OBJECTIVE	To provide technical support to AMU-SL in the implementation of the LPE Mainstreaming and Transformation Program for FRs, their Families and Communities including its support programs, the SHAPE, PAMANA-NPMO and ICPO.
KEY RESULT AREAS	Complete a range of required technical tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence and memorandum including filing of these documents.
DUTIES AND RESPONSIBILITIES	<p>Directly reports to the AMU-SL Head on matters pertaining to his/her specific assignments;</p> <ul style="list-style-type: none"> ➤ Coordinates with LPEO, SHAPEO, NPMO and FAS regarding AMU-SL preparation of the program's activities and projects for implementation ➤ Prepares CSW with regards to OSEC, OASEC and Programs' request ➤ Provides support and assist the Head of the Area Management Unit for Southern Luzon in the coordination work with concerned government agencies, non-government organizations, civil society organizations, peoples' organizations, academe, other peace partners, and stakeholders which pertains to CPPO, SHAPEO and NPMO projects and activities ➤ Prepares after activity reports, accomplishment reports and update reports pertaining to CPPO, SHAPEO and PAMANA-NPMO programs ➤ Performs other task as maybe delegated by the Director