



CTERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION	Technical Assistant for MNLF PPO
JOB LEVEL AND STATUS	Salary Grade 18 (Php 42,159.00)
PLACE OF ASSIGNMENT	Ortigas Center, Pasig City
UNIT ASSIGNMENT	MNLF PPO-Political Engagement Division
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Transformation Division, and Head of Political Engagement Division
JOB OBJECTIVES	<ol style="list-style-type: none">1. To provide technical support for program planning, implementation, monitoring, and evaluation;2. To ensure and maintain the proper documentation of all amnesty applications, including those endorsed and transmitted by LABs; and3. To create and maintain a dynamic database management system for all amnesty applications
KEY RESULT AREAS	<ol style="list-style-type: none">1. Technical Support;2. Legal Research; and3. Policy Development and Implementation
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides technical support (complete staff work, documentation, liaison and coordination, monitoring) to MNLF PPO and GPH-MNLF Peace Mechanisms2. Extend technical assistance in the preparation of reports, briefers, talking points, policies, guidelines, project proposals, and other technical requirements;3. Assists in the coordination with key stakeholders, courts of law, law enforcement agencies, local government units, and other government agencies relative to the data on and the status of cases of amnesty applicants;4. Assists in the coordination with the LABs for further case assessment of amnesty applications endorsed and transmitted by the latter to the NAC;5. Undertakes the proper documentation of all documents and paraphernalia, whether in physical or digital form, relative to the activities of the MNLF Secretariat of NAC;6. Assist the Political Engagement Division in carrying out essential tasks related to the implementation of the division's interventions; and7. Performs such other functions as may be directed by the Head of the MNLF PPO.