



TERMS OF REFERENCE

OFFICE	MILF PEACE PROCESS OFFICE
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Normalization Program Gender and Development (GAD) Coordinator
JOB LEVEL	SG 15 (PhP32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Director IV and Peace Program Officer IV of the MILF Peace Process Office
MINIMUM QUALIFICATIONS	1. Relevant bachelor's degree 2. One (1) year of relevant experience 3. Four (4) hours of relevant training
JOB OBJECTIVE	To provide technical support to the Women, Peace and Security (WPS) and Gender and Development (GAD) Sections for the Program 1
KEY RESULT AREA	1. Technical and administrative support to the WPS and GAD Section 2. Technical assistance to OPAPRU, National Steering Committee on Women, Peace and Security, and other stakeholders on WPS and GAD.
KEY ROLES AND RESPONSIBILITIES	3. Provide technical support in the review of systems, processes and programs of OPAPRU units to ensure proper integration of WPS and GAD perspectives in their programs, projects and activities; 4. Provide technical and administrative assistance to the National Action Plan on Women, Peace and Security (NAPWPS) Secretariat and the OPAPRU GAD Focal Point System and its Technical Working Group; and 5. Drafts OPAPRU's feedback, comments, and/or inputs to memorandum/documents relative to NAPWPS and GAD.