



TERMS OF REFERENCE

OFFICE	Independent Decommissioning Body
JOB TITLE / POSITION	Project Development Officer III (Administrative and Personnel Services Coordinator)
JOB LEVEL	Technical/Administrative, Salary Grade 18 – Contract of Service (PhP 42,159.00)
PLACE OF ASSIGNMENT	IDB Headquarters, Cotabato City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Post-graduate level study in HR or relevant field 2. Five years of relevant experience within the HR and Personnel Management field 3. 8 hours of relevant training
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. To efficiently and effectively provide technical and administrative support to the Administrative and Personnel Services Section 2. To lead in recruitment, onboarding, employee relations, and HR administration tasks to foster a positive work environment and contribute to the overall success of the organization. 3. To coordinate and supervise the work of the Utility Section, ensuring quality and efficiency. 4. Assist the overall goal of IDB according to the IDB Terms of Reference. 5. Adhere to IDB standard operating procedures (SOP), rules and policies.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Facilitating in the development and implementation of HRM policies and procedures. 2. Ensuring compliance with labor laws and regulations. 3. Generating HR reports and analytics to support decision-making.. 4. Keeping abreast of changes in employment laws and regulations. 5. Maintaining accurate employee records and databases. 6. Timely filling of job vacancies. 7. Responsible for managing and coordinating all operational aspects and tasks associated with the Utility Team to ensure seamless efficiency and performance.

DUTIES AND
RESPONSIBILITIES

1. Spearheaded the staff acquisition process and human resource management in IDB and OPAPRU.
2. Ensures strict adherence to IDB and OPAPRU policies, civil service and labor laws in all processes and procedures.
3. Spearheaded in the development and implementation of HR policies and procedures in accordance with government regulations.
4. Produce polished MEMOS, outgoing correspondence, and various documents maintaining a high standard of professionalism in language and presentation.
5. Served as an integral member of the IDB PRC Team, contributing expertise and insights to collective decision-making.
6. Act as an OPAPRU Admin Focal to IDB.
7. Accountable for overseeing and coordinating all operations and tasks pertaining to the Utility Team.
8. Responsible for the deployment of Utility Personnel to all IDB Facilities.
9. Oversees the Inventory of food and janitorial supplies for all IDB Facilities.
10. Act as additional required role during the decommissioning process.
11. Perform other tasks as may be assigned by the management and Support Services Manager.