



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PaMaNa) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Project Development Officer IV
DESIGNATION (if applicable)	Community Relations and Project Management Specialist II
JOB LEVEL	Technical, Supervisory; Salary Grade (SG) 22 (PhP 66,867.00) Contract of Service
PLACE OF ASSIGNMENT	Official Duty Station: OPAPRU Central Office Field Duties: As may be assigned
JOB OBJECTIVE	To effectively carry out the provide technical support to the NPMO in the implementation of the PaMaNa Program
REPORTS DIRECTLY TO	Under operations management of the Head of the NPMO
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Project Management: Oversee the implementation, completion, monitoring, and evaluation of PaMaNa projects in coordination and collaboration with Area Management Offices, Peace Tables, and external implementing partners; Project Management: Perform due diligence check of the data accuracy and coordinate with implementing partners on the data issues and concerns;2. Project Management: Spearhead/ Organize/ Participate in social preparation activities, assessment planning sessions, bilateral meetings, site suitability assessments, field validation/monitoring visits, problem solving sessions, risk identification and management sessions, and final site inspections on PAMANA Program implementation;3. Project Management: Prepare correspondences, reports and completed staff work; Provide technical assistance to the implementation, monitoring and evaluation initiatives for the PaMaNa Program in collaboration with concerned OPAPRU Units and implementing partners/ government agencies;4. Policy Review and Enhancement: Ensure data collation, processing, and management are accurately encoded and analyzed, and generate usable and intuitive knowledge products and accurate reports for planning and decision-making purposes;5. Project Management and Policy Review and Enhancement: Conduct research, data gathering, and data analyses as input to the formulation of strategies relative to the PAMANA Program;6. Capacity Development: Enhance technical capability through participation to trainings, seminars, workshops and re-echoing/

cascading thereof, delivering oral briefings and presentations on program development;

7. Policy Review and Enhancement: Spearhead the preparation and review of policies, papers, documents, and effects;
8. Policy Review and Enhancement: Diligently use programs tools for efficient data collation, processing, and management are accurately encoded and analyzed;
9. Constituency Building: Coordinate with the assigned community(ies), Local Government unit(s), and/or National Government Agency(ies) and/or the academe in furthering the implementation of PaMaNa Program;
10. Constituency Building: Carry out consultations with concerned stakeholders to identify and mitigate risks in project implementations;
11. Supervise the Community Relations and Project Management Specialist II in his/her daily tasks and duties;
12. Ensure the strict implementation of the transparency, accountability mechanisms in project implementations;
13. Recommend program and policy enhancements to promote ensure continued effective and efficient delivery of Conflict Sensitive and Peace Promoting Interventions to constituents; and
14. Perform such other related duties as assigned by the Head of the NPMO.