



TERMS OF REFERENCE
RPA-CPLA Peace Process Office (RCPPO)

JOB TITLE	PROJECT DEVELOPMENT OFFICER I
JOB DESIGNATION	Area Technical and Administrative Support Staff
JOB LEVEL	2 - Technical, Salary Grade 11 (Php 22,316.00), COS
PLACE OF ASSIGNMENT	Aklan and Antique
UNIT ASSIGNMENT	RPA Division, RPA-CPLA Peace Process Office (RCPPO)
REPORTS DIRECTLY TO	Division Chief, RPA Division
JOB QUALIFICATIONS (MINIMUM)	Education: Bachelor's Degree Work Experience: Preferably with One (1) year of technical-related experience Training: Preferably with Eight (8) hours of relevant training Eligibility: None required
JOB OBJECTIVES	Provide technical support in matters pertaining to the overall implementation of the GPH-RPM-P/RPA/ABB Peace Process
KEY RESULTS AREA	Support to the implementation of the Normalization/Transformation Program for the RPM-P/RPA/ABB
JOB RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in the operations and functionality of Special Project Teams of KAPATIRAN in Aklan and Antique;2. Assist the field coordinator for the abovementioned areas ensuring the implementation of the Clarificatory Implementing Document (CID) of the 2000 RPMP/RPA-ABB Peace Agreement and the Local Peace Engagement (LPE) and its Transformation Program (TP);3. Provide overall administrative and technical support on the completion of the KAPATIRAN settlement sites to the division chief and program head;4. Assist in database management;5. Facilitate and assist the unit in undertaking all groundwork/coordination/ preparatory work/monitoring for community-based activities;6. Assist the documentation process of activities and facilitate research to support other important documents;7. Perform other tasks as may be assigned by the Program Head/Director or Division Chief.