Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center,1605 Pasig City Tel (+632) 636-0701 Fax No:(+632) 638-2216

TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	**Project Development Officer III**
JOB DESIGNATION (if applicable)	Support staff for the Capacity Building, Mainstreaming and Localization Unit
JOB LEVEL	Technical Salary Grade (SG) 18 – Php 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Capacity Building, Mainstreaming and Localization Unit of SHAPEO
KEY RESULT AREAS	1. Technical and administrative support to the Capacity Building, Mainstreaming and Localization Unit 2. Coordination with other OPAPRU Offices/ Services, government agencies and peace partners
DUTIES AND RESPONSIBILITIES	1. Provides technical and administrative support to the Capacity Building, Mainstreaming and Localization of the National Action Plan on Women, Peace and Security (NAPWPS), National Action Plan on Youth, Peace and Security (NAPYPS), Indigenous Peoples Healing and Reconciliation (IP H&R) and Conflict Sensitivity and Peace Promotion (CSPP); 2. Assists in the drafting of OPAPRU's feedback, comments, and/or inputs to memorandum/documents/SDF relative to Capacity Building, Mainstreaming and Localization; 3. Provides technical and administrative support to the conduct of trainings, activities, and meetings in the mainstreaming and localization initiatives; 4. Ensures that technical inputs to training documents and reports integrate GAD and actual conduct of capacity building activities are gender inclusive. 5. Assists in the coordination with OPAPRU Offices/ Services and other agencies on the conduct of trainings/ meetings/ activities relative to Capacity Building, Mainstreaming and Localization; and 6. Performs other tasks as may be directed