



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER (PDO) III
DESIGNATION (if applicable)	Junior Planning Officer for ISO-QMS
JOB LEVEL	2 - Technical, Contract of Service, Salary Grade (SG) 18 – Php 42,159.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Policy and Strategy Development and Knowledge Management Service
JOB QUALIFICATIONS (MINIMUM)	Education: Bachelor’s Degree Experience: Two (2) years of relevant working experience Training: Eighth (8) hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support in the implementation of ISO-QMS in OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Implementation of the ISO-QMS 2. Technical assistance to OPAPRU programs and units 3. Administrative and logistical support for ISO-QMS activities
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists in the establishment and implementation of ISO-QMS within OPAPRU 2. Provides technical assistance in drafting and updating operational policies to enhance OPAPRU’s service quality; 3. Supports the preparation of documentation and logistics for internal audits and management reviews; 4. Assists in coordinating with OPAPRU units, peace partners, and other stakeholders to facilitate ISO-QMS activities; 5. Assists in organizing capacity-building initiatives for OPAPRU personnel on ISO-QMS; 6. Provides secretariat support for meetings and events related to ISO-QMS, including maintaining records and reports; 7. Assists in the formulation of a set of standards in improving OPAPRU’s business processes through adoption of national and international policies on good governance; 8. Provides technical assistance in the institutionalization of quality management through automation and digitalization of systems and processes; and 9. Performs other tasks or functions as may be directed..