



TERMS OF REFERENCE

UNIT OF ASSIGNMENT	Local Conflict Transformation – Field Implementation Support Unit Mindanao
JOB TITLE/POSITION	Project Development Officer IV
JOB DESIGNATION (If applicable)	Senior Technical Officer
JOB LEVEL	2 - Technical, Salary Grade 22 -Contract of Service
PLACE OF ASSIGNMENT	Area Management Unit – South Central Mindanao
MINIMUM QUALIFICATIONS	Education: Relevant Bachelor's Degree Experience: 3 years of relevant experience Training: None Required Eligibility: None Required
REPORTS DIRECTLY TO	Director IV of the LCT-FISU Mindanao Director
JOB OBJECTIVES	To effectively carry out technical support to the LCF-FISU Mindanao under the Area Management Unit - South Central Mindanao in the implementation of the projects, activities, and programs of the CPP-NPA-NDF Peace Process Office (CPPO).
KEY RESULT AREAS	Complete a range of required technical tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence, and memorandum including filing of these documents.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Coordinates with the LCT-FISU Mindanao Office, CPPO, SHAPEO, and NPMO regarding the AMU-SCM in the preparation and implementation of programs, activities and projects.2. Prepares Complete Staff Work in response to requests from the LCT-FISU Mindanao, OPAPRU executives and members of the Management Committee.3. Provides support and assists LCT-FISU Mindanao in coordinating with concerned government agencies, non-government organizations, civil society organizations, people's organizations, the academe, and other peace partners and stakeholders concerning CPPO, SHAPEO, and NPMO projects and activities.4. Prepares after-activity reports, accomplishment reports, and updates related to AMU-SCM's activities aligned to CPPO and convergence programs under SHAPEO, and PAMANA-NPMO.5. Performs other tasks as delegated by the Director.