



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. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Knowledge Management and Peace Institute Service
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Information Officer
JOB LEVEL	Technical, Salary Grade (SG) 15 – P32,053.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently facilitate / provide technical support: <ol style="list-style-type: none"> 1. In the design and layout of KMPIS-led Publications and Knowledge Products; 2. In the production of KPs and multimedia presentations for KMPIS-led/assigned organizational and individual activities
KEY RESULT AREAS	The IO assigned in KMPIS will provide technical and administrative support under the following key result areas: <ol style="list-style-type: none"> A. Creatives and Design; B. Technical Support; and C. General Services.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> A. Acts as the Information Officer of the unit; B. Serves as Multimedia/Graphic Artist of the unit; C. Provides overall technical support for the Unit’s creative needs for its activities, publications, and other related initiatives; D. Develops concepts, graphics, and layouts for knowledge products, illustrations, publications, website, among others; E. Prepares briefs with regard to design style, format, print, production, and timescales; F. Develops various multimedia presentations (e.g., PowerPoint, AVP, etc.) and social media materials; G. Assists in the development and maintenance of Knowledge Management System, operationalization of Research, Documentation, and Evaluation Agenda, and preparation of speeches and talk points; and, H. Performs other functions and duties as may be prescribed by the Director of the KMPIS.
ADDITIONAL REQUIREMENT	<ol style="list-style-type: none"> A. Knowledge of design and photo-editing software such as InDesign or Illustrator, Photoshop, and/or other design software/trend; desktop publishing B. Knowledge in video editing software such as Premiere Pro or Filmora or Final Cut Pro, and/or other design software/trend; and C. An understanding of the latest design trends in media products and other digital media.

