



TERMS OF REFERENCE

OFFICE	Policy Development, Strategy and Knowledge Management Service
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Assistant Capacity Development Officer
JOB LEVEL	Technical, Salary Grade 15 (P32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	<p>To assist in the:</p> <ol style="list-style-type: none"> 1. Development and operationalization of a comprehensive peacebuilding capacity development and training program for OPAPRU external stakeholders in the formal and non-formal learning institutions; 2. Management and administration of resource materials relevant to the peace process
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Capacity development 2. Networking and linkage-building
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Acts as the Assistant Capacity Development Officer; 2. Provides technical and administrative assistance to the Capacity Development Officer, Senior Peace Resource and Capacity Development Officer, Division Chief and PDSKMS Director; 3. Provides technical and administrative support in the conduct of the following: <ol style="list-style-type: none"> a. Peace Advocacy and Peace Education-related activities designed to create vigorous peace-constituency-building interventions through partnerships and network-building; b. Development of modules, and other training materials for in-house capacity-enhancement trainings, and peacebuilding-related training courses for OPAPRU and its partners; c. Peacebuilding training courses for OPAPRU peace partners. This includes preparation of training program, training of trainers and/or organization of pool of trainers, and conduct of short courses and trainings on peace process-relevant topics; and d. Drafting of proposals, concepts notes, Division reports, and other similar documents 4. Supports the Division's network and linkage building initiatives with other local and international peace institutes, academe, national government agencies, and civil society organizations working for peace and development; 5. Assists in the preparation of CSW on routine letters, endorsements, other communications and required activities; and 6. Performs other tasks and functions as may be assigned by the Supervisor.