



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER II
DESIGNATION (if applicable)	ASSISTANT DEVELOPMENT WORKER (<i>Livelihood and Employment Program</i>)
JOB LEVEL	Salary Grade 15 (Php 32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Maguindanao Office
UNIT ASSIGNMENT	Socioeconomic Development Unit -Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Unit Head
SUPERVISES	NA
COORDINATES WITH	(1) Moro Islamic Liberation Front (2) Department of Social Welfare and Development (3) Other partner implementing agencies, local and international (4) Local Government Units
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree, preferably with eligibility ▪ Preferably with two (2) years of relevant work experience, preferably in the development, monitoring, and evaluation of livelihood programs especially in rural settings ▪ With four (4) hours relevant training ▪ With outstanding writing skills ▪ Proficiency in either Maguindanaon, Maranao or Tausug is an advantage
JOB OBJECTIVE	Provide timely and appropriate interventions to the decommissioned combatants in the Bangsamoro and Regions IX, X, XII, XIII
KEY RESULT AREAS	(1) Support to Case Management (2) Support to Program Implementation (3) Interagency Coordination and Collaboration
KEY ROLES AND RESPONSIBILITIES	(1) Help conceptualize appropriate and viable livelihood project for decommissioned MILF combatants (2) Contribute to the resource generation for livelihood projects (3) Help find employment opportunities for and refer qualified MILF decommissioned combatants (4) Assist the Case Managers in the profiling, assessment of needs of, particularly livelihood and employment needs of MILF combatants; (5) Coordinate with 245 Local Government Units in the conduct of community-based re-engagement processes and program implementation; (6) Assist in data encoding station of TFDCC during the decommissioning process; (7) Prepare reports on program referrals made for the decommissioned combatants (8) Perform other tasks as may be assigned by the Head of Unit.