



TERMS OF REFERENCE

OFFICE	MNLF Peace Process Office
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
JOB DESIGNATION (if applicable)	Focal of the Socio-economic Component (Individual)
JOB LEVEL	2 - Technical, (Salary Grade 18, PhP 42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative assistance to the accomplishment of the deliverables of the MNLF Peace Process Office
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Meeting Management 2. Technical Support and Coordination 1. Reports Preparation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Leads in the coordination of deliverables and conduct of meetings relative to the Socio-economic Component (Individual); 2. Leads in the formulation of policies and development of programs for socio-economic interventions for the MNLF combatants, their families and communities; 3. Coordinates with the implementing partners (i.e agencies, CSOs, PLGUs/LGUs and academe) of the socio-economic interventions of the transformation program for the MNLF; 4. Extend technical assistance relative to the formulation of policies and development of programs for the transformation program of the MNLF; 5. Extend assistance in the preparation of Transformation Program's report to be submitted to the PCME focal; 6. Monitor progress of implementation of the socio-economic interventions and prepares output-level reports to the management committees; and 7. Performs other tasks or functions as may be directed.