



TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support Staff for the Gender and Development (GAD)
JOB LEVEL	Technical Salary Grade (SG) 18 – Php 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none">1. Relevant Bachelor's degree2. 2 years of relevant experience3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the GAD/ WPS and Policy and Program Development relative to GAD/WPS.
KEY RESULT AREAS	<ol style="list-style-type: none">1. Technical and administrative support to the GAD and WPS2. Coordination with other units and agencies
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides technical and administrative assistance to the GAD Focal Point System (GFPS);2. Drafts OPAPRU's feedback, comments, and/or inputs to memorandum/documents and reports relative to GAD;3. Provides technical and administrative support in the formulation of GAD plans, programs and policies;4. Provides technical and administrative support in the formulation to the conduct of GAD activities/trainings for OPAPRU;5. Provides technical assistance in the drafting and formulation of the National Action Plan for Women, Peace and Security (NAPWPS) Work and Financial Plan (WFP) and agency's GAD plan and accomplishment report and;6. Coordinates with other OPAPRU Offices. Services and other agencies on the conduct of trainings/ meetings/ activities; and7. Performs other tasks as may be directed