



TERMS OF REFERENCE

OFFICE	MNLF Peace Process Office
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER II
JOB DESIGNATION (if applicable)	Technical Support
JOB LEVEL	2 - Technical, (Salary Grade 15, PhP 32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office MNLF PPO - Political Engagement Division
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	<ul style="list-style-type: none">• Technical and Administrative Support; and• Coordination and facilitation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides technical and administrative support relative to the requirements of the GPH-MNLF Management Committee;2. Act as Focal Person to the MNLF Coordinating Committee (Misuari group);3. Provide support to the Political Engagement Division head of MNLF Sema Group in addressing MNLF-related concerns;4. Extend technical assistance in the preparation of reports, briefers, talking points, policies, guidelines, project proposals, and other technical requirements;5. Assists in the coordination with the implementing partners (i.e AFP, PNP, LGUs, and other agencies relative to the meetings of the coordinating committees; and6. Performs other tasks or functions as may be directed.