



TERMS OF REFERENCE

OFFICE	Human Resource Management Service
JOB TITLE / POSITION	Project Development Officer II
DESIGNATION (if applicable)	Recruitment Generalist
JOB LEVEL	SG 15 (Php. 32,053.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	HRMS – Recruitment, Selection and Promotion Section
REPORTS DIRECTLY TO	PPO II, SAO, CAO, HRMS Director
SUPERVISES	N/A
COORDINATES WITH	All HR officers, all OPAPRU units, HR external partners and stakeholders
MINIMUM QUALIFICATION	Education: Bachelor's Degree Experience: 1 year relevant working experience (HR-related experience preferred) Training: 4 hours relevant training experience (HR-related training experience preferred)
JOB OBJECTIVE	1. To assist the RSP Officer in facilitation of the agency's personnel requirements 2. To provide technical support to the HRMS
KEY RESULT AREAS	1. Recruitment, selection, and promotion (RSP) 2. Technical assistance 3. Events and social activities
KEY ROLES AND RESPONSIBILITIES	1. Posting of vacancies of OPAPRU 2. Initial screening and review of applications; 3. Spearheaded the written examinations 4. Under the supervision of the Peace Program Officer II (RSP Officer), assists in the end-to-end screening and hiring; 5. Act as Secretariat during the Personnel Selection Board meetings and prepare highlights of the meeting; 6. Draft technical documents such memoranda, office order/issuance, and other correspondence related to RSP; 7. Monitor and ensure submission of employment requirements following onboarding; 8. Act as alternate to maintain and regularly update database for recruitment and staffing requirements (newly hired, turn over, promotion, transfer of assignments); 9. Participate in the development, review, and update of human resource administration policies and procedures related to RSP; 10. Monitor and ensure compliance on the submission of recommendations for renewal of appointments and contracts, PDS, SALN, TOR; 11. Prepare service contracts for newly hired COS personnel and facilitate routing for signature of approving authorities; 12. Administers ID for newly-hired employees;

	<p>13. Provides logistical, and administrative assistance during the HRMS' major activities;</p> <p>14. Perform other tasks that may be assigned by the HRMS Director, CAO, SAO</p>
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