



TERMS OF REFERENCE

JOB TITLE	PROJECT DEVELOPMENT OFFICER IV
JOB DESIGNATION	Focal Officer for Security and Settlement Sites
JOB LEVEL	Contract of Service (Php 66,867.00/month)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	RPM-P/RPA/ABB and CBA-CPLA Concerns Office
REPORTS DIRECTLY TO	Head of the RCCO
COORDINATES WITH	Implementing partners, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	Education: Relevant Bachelor's Degree Experience: Three (3) years of relevant working experience Training: Sixteen (16) hours of relevant training
JOB OBJECTIVES	To provide technical assistance and support efficiently and effectively to the implementation of the CBA-CPLA and RPM-P/RPA/ABB peace processes
KEY RESULTS AREAS	Support to the completion of the peace agreements with the CBA-CPLA and the RPM-P/RPA/ABB through the implementation of security and settlement site development programs
JOB RESPONSIBILITIES	<ol style="list-style-type: none">1. Formulate plans, policies and programs on Security Arrangements and Settlement Site Concerns.2. Coordinate with concerned government agencies, non-government organizations, civil society organizations, academic institutions, peace partners, and stakeholders.3. Assist in crafting security plans for leaders and members during activities and settlement processes in coordination with AFP and PNP peace process offices.4. Act as the RPM-P/RPA/ABB focal person for the Settlement Site Housing Projects and Site Development5. Research and gather significant protected area maps, civil, developmental, and management plans, and relevant policies and regulations.

	<ol style="list-style-type: none">6. Attend consultative meetings for crafting proposed protected area development plans.7. Provide technical assistance in developing program policies and processes/mechanisms for program implementation.8. Prepare technical reports, meeting briefings, letters/memos, resolutions, and relevant correspondence.9. Prepare comprehensive reports, proposals, and presentations to document program activities, progress, and outcomes.10. Maintain accurate records of program beneficiaries and activities.11. Perform other tasks as may be assigned by the Department Head/Director.
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