



### TERMS OF REFERENCE

JOB TITLE	<b>PROJECT DEVELOPMENT OFFICER IV</b>
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"><li>1. Formulate plans, policies and programs on Security Arrangements and Settlement Site Concerns.</li><li>2. Coordinate with concerned government agencies, non-government organizations, civil society organizations, academic institutions, peace partners, and stakeholders.</li><li>3. Assist in crafting security plans for leaders and members during activities and settlement processes in coordination with AFP and PNP peace process offices.</li><li>4. Act as the RPM-P/RPA/ABB focal person for the Settlement Site Housing Projects and Site Development</li><li>5. Research and gather significant protected area maps, civil, developmental, and management plans, and relevant policies and regulations.</li></ol>

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