



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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### TERMS OF REFERENCE

<b>JOB TITLE / POSITION</b>	<b>Project Development Officer III</b>
<b>DESIGNATION (if applicable)</b>	Technical Support Officer
<b>JOB LEVEL</b>	2 – Technical, Salary Grade 18 (Php 42,159.00), Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>UNIT ASSIGNMENT</b>	CPP-NPA-NDF Peace Process Office (CPPO)
<b>REPORTS DIRECTLY TO</b>	Peace Program Officer V, Director of CPPO
<b>SUPERVISES</b>	Administrative Officers
<b>COORDINATES WITH</b>	All OPAPRU offices/services, government agencies, and other stakeholders
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: Bachelor's Degree Experience: Two (2) years of relevant working experience Training: Eighth (8) hours of relevant training
<b>JOB OBJECTIVE</b>	Provide technical support for the CPPO PAPs
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Research and data analysis</li> <li>2. Tracking and monitoring of reports</li> <li>3. Coordination and monitoring</li> </ol>
<b>KEY ROLES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Oversee the tracking and monitoring work of the CPPO, including the management of the Office data-base and systems;</li> <li>2. Focal person for Special project team and Amnesty related matters;</li> <li>3. Undertakes policy and research work;</li> <li>4. Drafts technical reports and other compliance documents;</li> <li>5. Maintains the budget utilization including the management of the Office dashboard</li> <li>6. Assists in conference management;</li> <li>7. Assists the Division Chief as Focal person for Privacy Impact Assessment; and</li> <li>8. Performs other tasks that will be assigned from time to time by the Office Director.</li> </ol>