



TERMS OF REFERENCE

OFFICE	Office of Strategy Management
JOB TITLE / POSITION	Project Development Officer (PDO) II
JOB DESIGNATION (If applicable)	Support Staff for the Office of Strategy Management Secretariat
JOB LEVEL	2 - Technical, Salary Grade 15 (PhP 32,053.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent communication skills • Knowledge and experience in the adoption and implementation of PGS is preferred but not required
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Office of Strategy Management
KEY RESULT AREAS	<ul style="list-style-type: none"> • Strategy management • Adoption and implementation of the OPAPRU Performance Governance System (PGS) • General Services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and administrative assistance to the Office of Strategy Management (OSM) and PGS Core Team in the adoption and implementation of the PGS in the OPAPRU; 2. Assists and coordinate with OPAPRU departments for any concerns all throughout the stages of PGS; 3. Assists in convening and facilitating meetings and activities of the OSM, PGS Core Team and/or the Multi-Sector Governance Council (MSGC), including the formulation of agenda items, as well as preparation of reference materials for discussion; 4. Documents meetings and activities of the OSM, PGS Core Team with the service provider, as well as with the MSGC and other activities in line with the stages of the PGS; 5. Maintains records of meetings and activities of OSM, PGS Core Team and MSGC, as well as, Programs' strategic roadmaps, performance commitments and other planning documents, office orders and terms of reference relative to PGS and its mechanisms, among others. 6. Assists in facilitating regular internal assessments of OSM 7. Assists in preparing technical reports and other correspondences; 8. Performs other tasks or functions as may be directed.
ADDITIONAL REQUIREMENT	Knowledge and experience in the adoption and implementation of PGS