



## TERMS OF REFERENCE

JOB TITLE / POSITION	<b>PROJECT DEVELOPMENT OFFICER (PDO) III</b>
JOB DESIGNATION (If applicable)	Support Staff for the Policy and Program Development Division <i>(Preferably with legal background)</i>
JOB LEVEL	2 - Technical, Salary Grade (SG) 18
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Policy and Program Development Division.
KEY RESULT AREAS	<ul style="list-style-type: none"><li>• Policy and legal documents</li><li>• Technical assistance to OPAPRU programs and units</li></ul>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Drafts and reviews policy and legal documents relative to the agency's priority legislative agenda;</li><li>2. Coordinate with the OPAPRU's Legal and Legislative Service (LLS) and other key offices within or outside the agency, in the resolution of policy questions and other legal issues;</li><li>3. Leads inter-agency, academic, and private-sector partnerships in the formulation of policy recommendations and other potential interventions/engagement areas for the agency's peace, reconciliation, and unity agenda;</li><li>4. Develops and maintains networks with other OPAPRU offices, other national government agencies, local government units, people's organizations, civil society organizations, and other stakeholders to facilitate the exchange of information and promote the interest of the peace agenda;</li><li>5. Assists in the provision and recommendation of policies, strategies, programs, and actions to implement the comprehensive peace process, as well as measures that contribute to existing reconciliation and reunification efforts;</li><li>6. Provides technical and administrative assistance to OPAPRU units and its peace partners in the development of strategic frameworks and programs, and in the review and analysis of policies and programs to propose recommended enhancements;</li><li>7. Provides technical assistance in the formulation of feedback, comments and/or inputs to memoranda/documents regarding the assigned areas of work requiring OPAPRU's inputs;</li><li>8. Participates in and/or coordinates with OPAPRU units, inter-agency mechanisms, and international bodies in the review, enhancement, and/or development of government policies and programs on the following priority issues or areas of concern; and</li><li>9. Performs other tasks or functions as may be directed.</li></ol>