



## TERMS OF REFERENCE

JOB TITLE / POSITION	<b>PROJECT DEVELOPMENT OFFICER II</b>
DESIGNATION (if applicable)	DATA MANAGEMENT OFFICER
JOB LEVEL	Salary Grade 15 (Php 32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Maguindanao Office
UNIT ASSIGNMENT	Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Unit Head
SUPERVISES	NA
COORDINATES WITH	(1) Program Component Officers of the TFDCC (2) Department of Social Welfare and Development
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"><li>▪ Bachelor's Degree on information science, computer science, computer engineering, or statistics;</li><li>▪ With four (4) hours of relevant training</li><li>▪ With one (1) year working experience preferably in data analytics and management</li><li>▪ Proficient in written communication is an advantage</li></ul>
JOB OBJECTIVE	Assist the Data Manager in the storage, retrieval, and analysis of data on decommissioned combatants
KEY RESULT AREAS	Data management
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>(1) Employ systems for quality data collection to ensure adequacy, accuracy, and legitimacy of the data;</li><li>(2) Ensure digital database and archives are protected from security breaches and data losses;</li><li>(3) Monitor and analyzes information and data systems;</li><li>(4) Assist in data extraction, report generation, and graphic presentation when needed;</li><li>(5) Perform other tasks as may be assigned by the Head of Unit.</li><li>(6) Others as may be required.</li></ol>