



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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OFFICE	<b>MILF PEACE PROCESS OFFICE</b>
JOB TITLE / POSITION	<b>Project Development Officer V</b>
DESIGNATION	Senior Technical Staff
JOB LEVEL	Technical, Salary Grade (SG) 24 – Php 85,074.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Lanao Team Site
UNIT ASSIGNMENT	Moro Islamic Liberation Front (MILF) Peace Process Office (PPO)
REPORTS DIRECTLY TO	Program Manager I /Peace Program Officer V/ Peace Program Officer IV
SUPERVISES	PDO III, PDO II, PDO I
JOB QUALIFICATIONS (MINIMUM)	<b>Education:</b> Relevant Bachelor's Degree <b>Work Experience:</b> Four (4) years of Supervisory/ Management Experience in Program Management <b>Training:</b> 40 hours Supervisory/ Management Learning and Development Intervention <b>Eligibility:</b> None Required <b>Others:</b> Preferably from area of assignment.
JOB OBJECTIVE	<ul style="list-style-type: none"> <li>To lead the LNI team site in Lanao Provinces;</li> <li>To provide technical support to the overall LNI program;</li> <li>To ensure effective coordination, supervision, and performance monitoring of all LNI-related activities at the site level.</li> </ul>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>Lead the implementation of programs, including provision of technical and administrative supervision of the LNI (Lanao del Sur, Lanao del Norte and other nearby local communities);</li> <li>Provide technical support to implementing agencies (i.e. LGUs) in the implementation of programs;</li> <li>Coordinate mainly with local government units (provincial, city/municipal, barangays) and local stakeholders;</li> <li>Coordinate also with national government agencies, Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), and international and national peace development partners;</li> <li>Guide and supervise the work of the team, staff and ensure effective coordination and collaboration between stakeholders of the LNI program in respective area of responsibility;</li> <li>Submit required technical progress reports and reports on the status of the LNI program per province;</li> <li>Build the capacity of implementing partners to take up the responsibility for sustaining the impact and action of the programs implemented;</li> <li>Maintain M&amp;E system and submit periodic reports and recommendation;</li> <li>Draft MOAs for LGUs covered by the respective AOR;</li> <li>Coordinate with OPAPRU officials and consultants for LNI activities; and</li> <li>Undertake other tasks as required by the LNI Program Manager, MILF PPO Director and Division Chief.</li> </ol>