



TERMS OF REFERENCE

OFFICE	Socioeconomic Development Unit - Joint Task Forces on Camp Transformation (JTFCT) Secretariat
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	JTFCT Deputy Head Secretariat
JOB LEVEL	Technical, Salary Grade 18 (PhP 49,015.00) – Contractual
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office – Maguindanao Del Norte
UNIT ASSIGNMENT	Joint Task Force on Camps Transformation (JTFCT) Secretariat
REPORTS DIRECTLY TO	Head of Unit
COORDINATES WITH	<ul style="list-style-type: none"> - JTFCT and other OPAPRU Offices/Services - JTFCT and other Peace Process Mechanisms
JOB QUALIFICATIONS (MINIMUM)	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree (preferably in Social Sciences or Social Work) 2. Two (2) years of relevant working experience 3. At least 8 hours of relevant training 4. Proficiency in written communication. 5. Willing to do field work to conflict-affected areas and vulnerable communities 6. Fluency in other languages spoken in Mindanao (desirable)
JOB OBJECTIVE	Provides initiative and leadership in the camps project implementation and performs technical assistance and support in the operations of the Socioeconomic Unit particularly the GPH Joint Task Forces on Camps Transformation of the GPH-MILF Peace Process in implementing programs, projects and activities
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Implementation of the JTFCT programs, projects, and activities (PPAs) 2. Integration of the programs under various Component Leads and integration of the implementation of PPAs for JTFCT 3. Monitoring of the PPAs and management of information system 4. Technical support, liaison, and coordination



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

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KEY ROLES AND RESPONSIBILITIES

1. Under the direction of the Head of the GPH-JTFCT Secretariat, carry out all delegated tasks related to the implementation of projects for camp transformation, including programming, budgeting, and monitoring and evaluation;
2. Help empower the beneficiaries to become productive citizens of their communities;
3. Attend and conduct periodic inspections and evaluation and provide recommendations;
4. Report, recommend and take action on remedial actions regarding potential and challenges and delays in program implementation;
5. Liaise, coordinate and participate in meetings with implementing partners;
6. Prepare reports, project proposals, documentations, and other technical requirements for the Socioeconomic Development Unit- JTFCT;
7. Ensure that all program documentation is properly and safely kept and organized; and
8. Perform other tasks or functions as may be directed.