



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION (if applicable)	PROCESS DOCUMENTATION OFFICER
JOB LEVEL	Salary Grade 18 (Php 42,159.00) Contract of Service
PLACE OF ASSIGNMENT	Pasig City, Metro Manila
UNIT ASSIGNMENT	Socioeconomic Development Unit - Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	National Government Agencies/Implementing Partners of TFDCC;
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Minimum 3 years of experience ▪ Excellent communication skills ▪ Willing to travel to conflict-affected areas ▪ Willing to work on holidays, weekends and beyond office hours as may be necessary
JOB OBJECTIVE	Provide timely technical support in the documentation of normalization process, formulation of manuals and guidelines; capacity development of implementing partners
KEY RESULT AREAS	<ul style="list-style-type: none"> ▪ Process Documentation ▪ Partnership building ▪ Budget programming
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Provides technical support in the Normalization process documentation; (2) Prepares implementing guidelines or manual of operations on program implementation; (3) Provides technical support (complete staff work, designing, coordination, documentation) in the implementation of socioeconomic development program for the decommissioned combatants of the Moro Islamic Liberation Front (MILF); (4) Assists in the budgeting and programming of the unit; and (5) Perform other tasks as may be assigned by the Head of Unit.