



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
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TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER I
JOB DESIGNATION (if applicable)	Technical Support
JOB LEVEL	2 - Technical, Salary Grade (SG) 11
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MNLF PPO-Political Engagement Division
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative assistance to the accomplishment of the deliverables of the MNLF PPO
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical Support and Coordination 2. Administrative Assistance 3. Reports Preparation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical and administrative assistance on deliverables and the conduct of meetings of the GPH-MNLF Management and Peace Implementing committees; 2. Extend technical assistance in the preparation of minutes of the meeting, reports, briefers, talking points, policies, guidelines, project proposals and other technical requirements; 3. Assists in the coordination with the implementing partners (i.e AFP, PNP, LGUs and other agencies relative to the meetings of the coordinating committees; 4. Act as Focal Person for the MNLF Sema Group; and 5. Performs other tasks or functions as may be directed.