



TERMS OF REFERENCE

JOB TITLE / POSITION	Project Manager (PM) I
JOB LEVEL AND STATUS	Salary Grade 25 – Php 96,985.00 Contract of Service (COS)
PLACE OF ASSIGNMENT	Ortigas Center, Pasig City
UNIT ASSIGNMENT	PAMANA – National Program Management Office (NPMO)
REPORTS DIRECTLY TO	Head of PAMANA-NPMO
MINIMUM QUALIFICATION	Education: Bachelor's Degree Work Experience: None required Training Experience: None required
JOB OBJECTIVES	<ol style="list-style-type: none"> (1) To lead in the implementation of the programs, projects, and activities of the PAMANA-NPMO; (2) To undertake partnership-/network-building with program partners and stakeholders; (3) To oversee the entire operations, office administration, and logistics management of the PAMANA-NPMO
KEY RESULT AREAS	<ol style="list-style-type: none"> (1) Program Implementation; (2) Office Administration; and (3) Logistics Management.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Assist the Head of the PAMANA-NPMO in the implementation and operationalization of programs, projects, and activities; (2) Assist in the preparation of program updates for submission to the Management Committee (MANCOM), Executive Committee (EXECOM), Department of Budget and Management (DBM), Presidential Management Staff (PMS), any inter-agency oversight committee, and/or any committee or subcommittee of the Senate or House of Representatives; (3) Consult and coordinate with concerned OPAPRU offices, national government agencies (NGAs), local government units (LGUs), program partners, and other stakeholders relative to the implementation of the PAMANA Program and the conduct of PAMANA activities; (4) Provide the Head of the PAMANA-NPMO and co-officers in the NPMO with feedback on the status of program implementation; (5) Consult and coordinate with concerned OPAPRU offices on the execution of program activities in accordance with the targets and plans of the PAMANA-NPMO;

	<ul style="list-style-type: none"> (6) Spearhead the preparation of the Manual of Operations of the PAMANA Program and other related documents; (7) Prepare policy briefers, working papers, and such other written or audio-visual materials relative to meetings, conferences, briefings, workshops, writeshops, seminars, and such other similar activities concerning the PAMANA-NPMO; (8) Spearhead the conduct of regular monitoring and evaluation of program implementation in relation to the PAMANA Pillars; (9) Submit recommendations relative to issues and concerns raised by partner NGAs, partner LGUs, other program partners, and other stakeholders; and (10) Perform such other functions or tasks as may be directed by the Head of the PAMANA-NPMO.
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