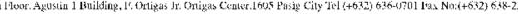


Office of the President of the Philippines Office of the Presidential Adviser on Peace, Reconciliation and Unity 7th Ploor, Agustin 1 Building, P. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Pax No:(+632) 638-2216





## **TERMS OF REFERENCE**

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support staff for the Gender and Development (GAD), Social Healing and Peacebuilding Office
JOB LEVEL	Technical - Salary Grade 18 – Contract of Service (PhP42,159.00_
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol> <li>Relevant Bachelor's degree</li> <li>2 years of relevant experience</li> <li>8 hours of relevant training</li> </ol>
JOB OBJECTIVE	To provide technical and administrative support in the implementation of GAD programs
KEY RESULT AREAS	Technical and administrative support to the Gender and Development
DUTIES AND RESPONSIBILITIES	<ol> <li>Provides technical and administrative assistance to the GAD FPS;</li> <li>Draft policy papers, concept notes, project proposals, memoranda, presentations, work and financial plans, accomplishment reports and other relevant documents relative to GAD;</li> <li>Assist in the formulation and submission of the Units, Programs and OPAPRU Gender and Development Plan and Budget and Accomplishment Reports;</li> <li>Design and/or facilitate GAD related capacity building trainings on GAD;</li> <li>Assist in the Gender Mainstreaming Evaluation Framework (GMEF) Assessment</li> <li>Design and/or administer gender related tools for the for the enhancement of OPAPRU's gender mainstreaming effort;</li> <li>Represent OAPRU's capacity and expertise on Gender and Development externally; and</li> <li>Performs other tasks as may be directed</li> </ol>