



### TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	<b>Project Development Officer III</b>
JOB DESIGNATION (if applicable)	Support Staff for the PTVE Program
JOB LEVEL	Technical Salary Grade (SG) 18 – Php 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the PTVE Program of the SHAPEO especially with focus on the Victims of Terrorism (VoTs). This includes support to the Program Manager I in engagements with Mindanao Religious Leaders Conference (MRLeC).
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Technical and administrative support to the PTVE Program</li> <li>2. Coordination with other OPAPRU Offices/ Services, government agencies and peace partners</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides technical and administrative assistance to the planning, implementation and monitoring of the PTVE Program;</li> <li>2. Drafts OPAPRU's feedback, comments, and/or inputs to memorandum/documents/SDF and reports relative to PTVE;</li> <li>3. Provides technical and administrative support in the formulation of PTVE plans, programs and policies;</li> <li>4. Provides technical and administrative support in the formulation to the conduct of PTVE activities/ trainings for OPAPRU and peace partners;</li> <li>5. Ensures that documents (memorandum/ reports) integrate Gender and Development (GAD), and actual conduct of activities are gender inclusive.</li> <li>6. Coordinates with other OPAPRU Offices. Services and other agencies on the conduct of trainings/ meetings/ activities; and</li> <li>7. Performs other tasks as may be directed</li> </ol>