



## TERMS OF REFERENCE

<b>JOB TITLE / POSITION</b>	<b>PROJECT DEVELOPMENT OFFICER I</b>
<b>DESIGNATION (if applicable)</b>	Support Staff
<b>JOB LEVEL</b>	Salary Grade 11(Php 22,316.00)
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Maguindanao Office
<b>UNIT ASSIGNMENT</b>	Socioeconomic Development Unit -Task Force for Decommissioned Combatants and their Communities
<b>REPORTS DIRECTLY TO</b>	Unit Head
<b>SUPERVISES</b>	NA
<b>COORDINATES WITH</b>	(1) Bangsamoro Islamic Armed Forces-Moro Islamic Liberation Front (2) Department of Social Welfare and Development (3) Other partner implementing agencies (4) Local Government Units
<b>JOB QUALIFICATIONS (MINIMUM)</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree</li><li>▪ With strong background in social development work</li><li>▪ Preferably proficient in technical writing</li><li>▪ Proficiency in either Maguindanaon, Maranao or Tausug is an advantage</li></ul>
<b>JOB OBJECTIVE</b>	Provide timely and appropriate interventions to the decommissioned combatants in the Bangsamoro and Regions IX, X, XII, XIII
<b>KEY RESULT AREAS</b>	(1) Support to Program Implementation (2) Interagency Coordination and Collaboration
<b>KEY ROLES AND RESPONSIBILITIES</b>	(1) Provides technical and administrative support in the implementation of various programs under capacity development component; (2) Assist in screening of prospective beneficiaries of educational assistance program; (3) Perform other tasks as may be assigned by the Head of Unit.