



TERMS OF REFERENCE

JOB TITLE / POSITION	Project Manager (PM) II
JOB LEVEL AND STATUS	Salary Grade 26 – Php 109,593.00 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 formulation of plans and programs of the PAMANA-NPMO; (2) To undertake partnership-/network-building with program partners and stakeholders; (3) To oversee program implementation
KEY RESULT AREAS	<ol style="list-style-type: none"> (1) Planning and Programming; (2) Policy Implementation; and (3) Compliance Management
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Assist the Head of the PAMANA-NPMO in the formulation of plans and programs; (2) Assist the Head of the PAMANA-NPMO in legislative liaison and other related efforts (i.e., lobbying) with Congress relative to the PAMANA Program; (3) 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; (4) 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; (5) Consolidate reports and updates from the implementing agencies of the PAMANA Program; (6) With guidance from the Head of the PAMANA-NPMO, provide feedback on the status of program implementation to the MANCOM; (7) Consult and coordinate with concerned OPAPRU offices on the execution of program activities in

	<p>accordance with the targets and plans of the PAMANA-NPMO;</p> <p>(8) Spearhead the preparation of the annual Work and Financial Plan (WFP) for PAMANA Program operations and other pertinent documents;</p> <p>(9) 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;</p> <p>(10) Spearhead the conduct of regular monitoring and evaluation of program implementation in relation to the PAMANA Pillars;</p> <p>(11) Submit recommendations relative to issues and concerns raised by partner NGAs, partner LGUs, other program partners, and other stakeholders; and</p> <p>(12) Perform such other functions or tasks as may be directed by the Head of the PAMANA-NPMO.</p>
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