



### TERMS OF REFERENCE

OFFICE	<b>MNLF Peace Process Office</b>
JOB TITLE / POSITION	<b>Project Development Officer II</b>
JOB DESIGNATION (if applicable)	Technical Staff for Security Section of Transformation Division
JOB LEVEL	Technical, Salary Grade (SG) 15 – Contract of Service (P32,053.00)
PLACE OF ASSIGNMENT	OPAPP Central Office
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative assistance to the accomplishment of the deliverables of the Socio-economic Section of Transformation Division
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Policy Formulation</li><li>2. Program Development</li><li>3. Technical Support and Coordination</li></ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Provides technical and administrative support relative to the requirements of the implementation of PAMANA projects;</li><li>2. Prepares technical documents such as activity reports, briefers, talking points, policies, guidelines, project proposals, correspondences of requests;</li><li>3. Conducts researches on various issues related to the Security in the implementation of Transformation Division;</li><li>4. Supports the section manager of Security group in addressing MNLF related concerns;</li><li>5. Provides assistance in the documentation of meetings and activities of the Transformation Division;</li><li>6. Assists in the preparation of TD's monthly reports submitted to the PCME focal;</li><li>7. Assists in administrative requirements of the unit particularly in drafting justifications of liquidation reports and other similar documents;</li><li>8. Reports to the Director through the Division Head and Section Manager on matters pertaining to his/her specific assignments; and</li><li>9. Performs other tasks or functions as may be directed</li></ol>