



TERMS OF REFERENCE

OFFICE	Payapa at Masaganang Pamayanan (PaMaNa) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Project Development Officer IV
DESIGNATION (if applicable)	Community Relations and Project Management Specialist II
JOB LEVEL	Senior Technical Staff; Salary Grade 22 (PhP 66,867.00) Contract of Service
PLACE OF ASSIGNMENT	Official Duty Station: OPAPRU Central Office Field Duties: As may be assigned
JOB OBJECTIVE	To effectively carry out technical support to the NPMO in the implementation of the PaMaNa Program
REPORTS DIRECTLY TO	<ol style="list-style-type: none">1. Under the primary supervision of the Community Relations and Project Management Specialist II2. Under operations management of the Head of the NPMO
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Policy Review and Enhancement: Provision of policy and strategic inputs relative to the PaMaNa Program's in the formulation and review of the program policies;2. Policy Review and Enhancement: Development of program frameworks and guidelines, and in the review and analysis of policies and programs to propose recommended enhancements;3. Policy Review and Enhancement: Implementation programs, use of tools for efficient data collation, processing, and management are accurately encoded and analyzed;4. Policy Review and Enhancement: Drafts OPAPRU's feedback, comments, and/or inputs to memoranda/documents regarding the assigned areas of work requiring the PAMANA NPMO/ OPAPRU's inputs;5. Policy Review and Enhancement: Coordinates with relevant agencies and organizations in support of the peace process and priority agenda;6. Policy Review and Enhancement: Facilitates the cascading of agency policy directions to all OPAPRU units;7. Constituency Building: Coordinate(s) with the assigned community(ies), Local Government unit(s), and/or National Government Agency(ies) and/or the academe in furthering the implementation of PaMaNa Program;

	<ol style="list-style-type: none"> 8. Constituency Building: Carry out consultations with concerned stakeholders to identify and mitigate risks in project implementations; 9. Constituency Building: Assist the Program in collaborating with the communications/creative team in developing IEC and promotional ideas according to the goals and specifications of the Program. 10. Constituency Building: Coordinate with the focal person for communications on brainstorming and ensure the implementation conforms to the agreed-upon schedules, budgets, and other parameters as directed by the program head. 11. Constituency Building: Monitor national and regional media to identify and analyze events and trends that may impact program operations; 12. Capacity Development: Enhance technical capability through participation to trainings, seminars, workshops and deliver oral briefings and presentations on program development; 13. Ensure the strict implementation of the transparency, accountability mechanisms in project implementations; 14. Perform such other related duties as assigned by the Head of the NPMO.
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