



TERMS OF REFERENCE

OFFICE	MNLF Peace Process Office
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION	Technical Assistant for MNLF PPO
JOB LEVEL AND STATUS	Technical - Salary Grade 18, Contract of Service (Php 42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Cotabato City Office
UNIT ASSIGNMENT	MNLF Transformation Program Division
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Transformation Division, and Head of Political Engagement Division
JOB OBJECTIVES	<ol style="list-style-type: none">1. To provide technical support to program planning, implementation, monitoring, and evaluation;2. To provide technical support to the TP Division in the implementation of the PAMANA Program;3. To ensure and maintain the proper documentation of all amnesty applications, including those endorsed and transmitted by LABs; and4. To create and maintain a dynamic database management system for all amnesty applications
KEY RESULT AREAS	<ol style="list-style-type: none">1. Technical Support;2. Legal Research; and3. Policy Development and Implementation
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides technical and administrative support relative to the requirements of the implementation of socio-economic section;2. Prepares technical documents such as activity reports, briefers, talking points, policies, guidelines, project proposals, correspondences of requests;3. Conducts researches on various issues related to the Socio-economic implementation;4. Supports the section manager of Socio-economic group in addressing MNLF related concerns;5. Provides assistance in the documentation of meetings and activities of the Transformation Division;6. Assists in the preparation of TD's monthly reports submitted to the PCME focal;7. Assists in administrative requirements of the unit particularly in drafting justifications of liquidation reports and other similar documents;8. Reports to the Director through the Division Head and Section Manager on matters pertaining to his/her specific assignments; and9. Performs other tasks or functions as may be directed