



TERMS OF REFERENCE

OFFICE	Human Resource Management Service (HRMS)
JOB TITLE / POSITION	Project Development Officer II
DESIGNATION (if applicable)	Learning and Development Officer
JOB LEVEL	SG 15 (Php. 32,053.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: One (1) year relevant experience (L&D related experience preferred) Training: Four (4) hours of relevant training (HR-related training experience preferred)
REPORTS DIRECTLY TO	Chief Administrative Officer, HRMS Director
COORDINATES WITH	All OPAPRU units, CSC, internal and external stakeholders.
JOB OBJECTIVE	The primary focus of the role is to develop the capabilities of the personnel across the agency through identifying the training needs, designing and delivering internal and external training courses and programs, and evaluating their effectiveness to enhance personnel skills and knowledge, contributing to organizational goals.
KEY RESULT AREAS	<ol style="list-style-type: none">1. Program Design and Development2. Personnel Development and Career Growth3. Collaboration with Stakeholders
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Develop and deliver effective, engaging, and tailored training programs that address the skill gaps and development needs of employees across the organization.2. Conduct regular assessments to identify the skills gaps, training needs, and areas for improvement across departments and teams.3. Develop mechanisms to track the effectiveness of training programs through participant feedback, performance assessments, and business outcomes.4. Explore and implement various learning methods and technologies (e.g., e-learning, blended learning, and virtual classrooms) to improve accessibility and engagement.5. Develop and manage an efficient budget for training programs, ensuring cost-effective use of resources while maintaining high-quality learning experiences.6. Develop and implement effective onboarding and induction programs for new employees to ensure they quickly integrate into the organization.7. Track and report on the outcomes of training programs, providing detailed metrics on attendance, learning outcomes, performance improvement, and ROI.8. Perform other tasks that may be assigned by the HRMS Director and CAO.

