



TERMS OF REFERENCE

OFFICE	NORM CORE UNIT – JNC SECRETARIAT
JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION (if applicable)	Data Collection, Processing and Analysis Officer
JOB LEVEL	Salary Grade 18 – Php 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Field Office in Maguindanao del Norte
UNIT ASSIGNMENT	Joint Normalization Committee Operations Division
REPORTS DIRECTLY TO	Division Chief, Chief of Monitoring, Evaluation and Information Management Section
SUPERVISES	Data Collectors/Encoders
COORDINATES WITH	Security Unit, and concerned normalization bodies
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Information Technology or any relevant degree course; ▪ At least, two (2) years of relevant experience on Monitoring and Evaluation ▪ Preferably computer literate and good in communication
JOB OBJECTIVE	To provide technical capability on Normalization Management Information System by collecting the required data for the security aspect of the Normalization Program
KEY RESULT AREAS	(1) Data Collection, Processing & Analysis (2) Monitoring and Evaluation of Projects
KEY ROLES AND RESPONSIBILITIES	(1) Check accuracy of data, data collection process, and data storage; (2) Ensure back-up data files; (3) Perform data entry tasks, as requested; (4) Enter data from source documents into prescribed computer database, files, and forms; (5) Maintain activities and tasks on daily basis; (6) Respond to requests for information and access on relevant files; (7) Comply with research data integrity and security policies; (8) Run preliminary data analysis as part of data cleaning and immediate decision making support; and (9) Undertake other tasks as required by the Director IV.