



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER II
DESIGNATION (if applicable)	ASSISTANT DEVELOPMENT WORKER (<i>Social Protection Program</i>)
JOB LEVEL	Salary Grade 15 (Php 32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Maguindanao Office
UNIT ASSIGNMENT	Socioeconomic Development Unit -Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	(1) Moro Islamic Liberation Front (2) Department of Social Welfare and Development (3) Other partner implementing agencies, local and international (4) Local Government Units
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree ▪ With four (4) hours of relevant training ▪ Has a strong background in social development work ▪ With one (1) year working experience preferably in case management and program referrals; ▪ Proficiency in written communication ▪ Preferably proficient in either Maguindanaon, Maranao, or Tausug
JOB OBJECTIVE	Provide timely and appropriate interventions to the decommissioned combatants in the Bangsamoro and Regions IX, X, XI, XII, and XIII
KEY RESULT AREAS	(1) Support to Case Management (2) Support to program implementation (3) Interagency coordination and collaboration
KEY ROLES AND RESPONSIBILITIES	(1) Provide technical inputs to the enhancement of profiling processes and tools of TFDCC; (2) Assist the Case Managers in the profiling, assessment of needs of, and monitoring of case profiles of decommissioned MILF combatants; (3) Coordinate with 245 Local Government Units in the conduct of community-based re-engagement processes and program implementation; (4) Assist in data encoding station of TFDCC during the decommissioning process; (5) Prepare reports on program referrals made for the decommissioned combatants (6) Perform other tasks as may be assigned by the Unite Head.