



TERMS OF REFERENCE

OFFICE	RPA-CPLA Peace Process Office (RCPPPO)
JOB TITLE	Project Development Officer III
JOB DESIGNATION	Focal Officer for Planning, Compliance, Monitoring and Evaluation
JOB LEVEL	Contract of Service- Salary Grade 18 (PhP 42,159.00)
PLACE OF ASSIGNMENT	RCPPPO-CPLA Division Office, Baguio City
UNIT ASSIGNMENT	RCPPPO CPLA Division
REPORTS DIRECTLY TO	Division Chief/ Head of RCPPPO
COORDINATES WITH	RCPPPO staff, implementing partners, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	Education: Bachelor's Degree Work Experience: Two (2) years of technical-related experience Training: Eight (8) hours of relevant training
JOB OBJECTIVES	To provide technical assistance and support efficiently and effectively in the implementation of 5-Year Normalization Program for the GPH-CBA-CPLA Peace Process and production of Knowledge Products
KEY RESULTS AREAS	Support to the implementation Comprehensive Cordillera Peace Process
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> a. Supports planning, organizing and formulation of programs, projects, and activities relative to the 5YNP with partner agencies as discussed or agreed upon by the JEMC from implementation, completion/turn over, and sustainability of projects; b. Monitor and report updates on the implementation of the Impact Evaluation Assessment; c. Provide support to the division by collaborating with SHAPEO, CPPO, MEALS and other units for updates, timelines and processes relative the completion of the Normalization Program; d. Prepares CSW, drafts technical and monitoring report, compliances, memorandum, and other correspondences relative to implementation of the Five-year Normalization Program; e. Prepares advocacy activities relative to regional autonomy and peace forums; f. Provides assistance on proceedings relative OPAPRU and CBA-CPLA Joint Evaluation and Monitoring Committee (JEMC), i.e., documentation of consultative/body meetings, administrative assistance, among others; g. Perform other tasks as directed by the Head/ immediate supervisor.

