



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

OFFICE	<b>Social Healing and Peacebuilding Office</b>
JOB TITLE / POSITION	<b>Project Development Officer I</b>
JOB DESIGNATION (if applicable)	Staff Support to Youth, Peace and Security (YPS) and Indigenous People (IP) Division
JOB LEVEL	Administrative, Salary Grade (SG) 11 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. No experience required</li> <li>3. No training required</li> </ol>
JOB OBJECTIVE	To effectively and efficiently provide administrative assistance to the division
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Coordination with units and other agencies</li> <li>1. Documentation and correspondence</li> <li>2. Record Management</li> <li>3. Administrative Support</li> </ol>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides administrative and technical support to the implementation and mainstreaming of the Youth, Peace and Security, and IP Healing &amp; Reconciliation agenda and programs, projects, and activities (e.g., meeting coordination, documentation of meeting, etc.).</li> <li>2. Prepares capacity building/ training kits and materials and other logistical requirements.</li> <li>3. Coordinates with units and other agencies on the conduct of meetings and activities of the division</li> <li>4. Performs tasks as may be directed</li> </ol>