



TERMS OF REFERENCE

OFFICE	Office of the Presidential Assistant for Bangsamoro Transformation
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Technical Staff
JOB LEVEL	Technical, Salary Grade (SG) 18 – Contract of Service (P42,159.00)
PLACE OF ASSIGNMENT	Central Office, Pasig City
JOB OBJECTIVE	To provide technical assistance to the Bangsamoro Cluster in implementing programs, projects and activities
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical and secretariat support 2. Liaison, coordination and facilitation 3. Monitoring of programs, projects and activities (PPAs) and management of information system
JOB QUALIFICATION (Minimum)	<ul style="list-style-type: none"> • Relevant Bachelor's Degree • Willing to travel and be deployed in any areas in Mindanao • Fluency in other languages spoken in Mindanao (desirable)
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and operational support to OPABT including but not limited to the following: <ol style="list-style-type: none"> a. Documents the proceedings of the meeting and prepares highlights of consensus points after every meeting; b. Prepares reports, briefers, presentations, talking points, and other technical notes; c. Handle all technical requirements as required by the OPABT. 2. Organize and assists in the conduct of meetings, consultations, briefings, workshops, information campaign, dialogues, and other similar activities pertinent to the functions of the office; 3. Conducts research and field study, as necessary; 4. Provide inputs on analysis, research, policies, guidelines, project proposals, and measures to the Bangsamoro Cluster; 5. Monitor and report progress of the implementation of programs 6. Consolidates and prepares project proposals, technical reports and other reportorial requirements of the office for OPAPRU and Bangsamoro Cluster 7. Reports directly to the Presidential Assistant for Bangsamoro Transformation and coordinates with other secretariat members in the execution of activities; 8. Attend meetings, as needed; 9. Ensure that all activity documentation and data are properly and safely kept and organized; and 10. Perform other tasks or functions as may be directed.