



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION (if applicable)	HOUSING AND INFRASTRUCTURE PROGRAM OFFICER
JOB LEVEL	2 – Technical, Salary Grade 18 (Php 42,159.00)
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Socioeconomic Development Unit - Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	Program Management Teams for Normalization Program of the following regional agencies and offices: (1) National Housing Authority (2) National Irrigation Administration (3) National Electrification Administration (4) Department of Health (5) BARMM Counterparts (6) Civil Society Organizations & developmental agencies implementing partners (7) Other government agencies
JOB QUALIFICATIONS(MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree on Social Work or any of the social science disciplines ▪ At least, two (2) years of relevant experience on program implementation operations in the Bangsamoro ▪ Proficiency in writing (e.g reports, memo) ▪ Excellent communication skills ▪ Preferably proficient in either Maguindanaon, Maranao or Tausug
JOB OBJECTIVE	Provides technical assistance in the implementation, monitoring & evaluation of small-infrastructure programs for decommissioned MILF combatants in in the Bangsamoro and Regions IX, X, XII, XII
KEY RESULT AREAS	(1) Inter-agency Coordination and Collaboration (2) Project Development (3) Monitoring and Evaluation of Projects
KEY ROLES AND RESPONSIBILITIES	(1) Manages partnerships and coordinates with NHA, NIA, NEA, DOH, BARMM counterparts and other partners of OPAPRU at the regional level; (2) Assists in the consolidation of requirements of beneficiaries upon enrollment to programs and interventions; (3) Provides technical inputs on the enhancement of implementation designs, sustainability of interventions and impacts of identified approaches; (4) Coordinates program monitoring and evaluation activities of partner agencies (5) Prepares quarterly reports and compliances pertaining to capacity development programs; (6) Performs other tasks as may be assigned by the Head of Unit