



TERMS OF REFERENCE

OFFICE	Human Resource Management Service
JOB TITLE / POSITION	Project Development Officer II
DESIGNATION (if applicable)	Welfare Officer
JOB LEVEL	Technical - Salary Grade 15, Php. 32,053.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office – Pasig City
MINIMUM QUALIFICATIONS	Education: Bachelor's degree Experience: 1 year relevant experience Training: 4 relevant training
UNIT ASSIGNMENT	Human Resource Management Service – Employee Welfare Section
REPORTS DIRECTLY TO	HRMS Director, Chief Administrative Officer, Project Development Officer III
COORDINATES WITH	All HR officers, all OPAPRU services/offices
JOB OBJECTIVE	1. To provide technical and administrative support during the implementation of employee welfare programs and activities. 2. To provide technical assistance to the HRMS
KEY RESULT AREAS	1. Technical assistance 2. Employee Welfare 3. Gender and Development (GAD)
KEY ROLES AND RESPONSIBILITIES	1. Provides technical assistance to the HRMS in drafting memoranda, activity proposal, reports, and official communications relative to employee welfare programs; 2. Act as GAD focal and provide support in effective implementation of HR policies, programs, and projects on gender mainstreaming; 3. Develop and maintain database of welfare activities as well as the for data for the implementation of programs for GAD, PWD, and Senior Citizen; 4. Provides administrative support during the HRMS' major activities; 5. Takes charge of the General Assembly schedule of all OPAPRU services and offices; 6. Performs other tasks that may be assigned by the HRMS Director.