



### TERMS OF REFERENCE

OFFICE	<b>Transitional Justice and Reconciliation Office</b>
JOB TITLE / POSITION	<b>Project Development Officer III</b>
DESIGNATION (if applicable)	Technical Staff
JOB LEVEL	2 - Technical/ Salary Grade 18 (PhP 42,159.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Cotabato Office
JOB OBJECTIVE	To provide technical and secretariat support for the development, implementation and monitoring of TJR programs, projects and activities of the ICCMN-TJR Cluster, its Working Groups, the GPH-MILF Technical Working Group on TJR (TWG-TJR) and the requirements of the GPH Co-Chair of the TWG-TJR in Bangsamoro areas and adjacent areas.
KEY RESULT AREAS	<p>Provision of technical assistance in the following areas of work:</p> <ol style="list-style-type: none"> <li>1. Program development/project management, implementation and monitoring</li> <li>2. Capacity building</li> <li>3. Advocacy, networking/liaison/coordination and facilitation</li> </ol>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provide technical assistance and secretariat support in the development, implementation and monitoring of priority TJR programs.</li> <li>2. Coordinate/liaise with regional/local and BARMM and/or national agencies and partner organizations supporting the implementation of TJR programs and initiatives.</li> <li>3. Assist in the conduct of research, field assessment/study and KIIs/FGDs with key community leaders/stakeholders in target/priority areas of operation.</li> <li>4. Assist in monitoring, validating and recommending solutions to address contentious issues arising from the implementation of the TJR program.</li> <li>5. Draft daily/weekly operational, other technical, and compliance reports.</li> <li>6. Coordinate and/or attend to internal and external meetings, foras, conferences of the unit on matters concerning TJR, as may be directed.</li> <li>7. Perform other tasks as directed by the unit head/immediate supervisor.</li> </ol>