



TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Support staff for the Policy and Program Development Unit
JOB LEVEL	Technical Salary Grade (SG) 18 – Php 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Policy and Program Development Unit of SHAPEO
KEY RESULT AREAS	1. Technical and administrative support to the Policy and Program Development Unit 2. Coordination with other OPAPRU Offices/ Services, government agencies and peace partners
DUTIES AND RESPONSIBILITIES	1. Provides technical and administrative assistance to the Policy and Program Development Unit; 2. Assists in the drafting of OPAPRU's feedback, comments, and/or inputs to memorandum/documents/SDF relative to Policy and Program Development; 3. Provides technical and administrative support to the conduct of activities, meetings and observances on GAD, WPS, YPS and IP; 4. Ensures that technical inputs to policies and programs and actual conduct of activities are gender inclusive. 5. Assists in the coordination with OPAPRU Offices/ Services and other agencies on the conduct of trainings/ meetings/ activities relative to Policy and Program Development; and 6. Performs other tasks as may be directed