



TERMS OF REFERENCE

UNIT ASSIGNMENT	Policy Development, Strategy and Knowledge Management Service
JOB TITLE / POSITION	Project Development Officer IV
JOB DESIGNATION (If applicable)	Senior Planning Officer (Section Head)
JOB LEVEL	2 - Technical, Salary Grade (SG) 22 – Contract of Service (Php 66,867.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Strategic Planning Section
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Strategic Planning 2. Capacity Building 3. Technical assistance in the formulation and review of major planning documents
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides policy and strategic inputs in the formulation and review of the Philippine Development Plan (PDP) Chapter on Peace; 2. Leads in the crafting of the annual planning guidance and annual strategic thrusts/policy directions that are anchored in and supportive of the Philippine Development Plan targets and strategies, and the agency's organizational goals and its strategic position; 3. Provides technical and administrative assistance in the development, review, and updating of Program Strategic Roadmaps and other strategy documents; 4. Facilitates the cascading of the agency's planning guidance, annual strategic thrusts, and strategies to all OPAPRU units; 5. Spearheads the drafting of strategy-related memoranda and office orders; 6. Leads the provision of technical and administrative support in the conduct of activities/engagements/projects spearheaded by the OSM as well as its mechanisms and processes such as Multi-Sectoral Governance Council, agency-wide strategy refresh, capacity-building for PGS Core Team, OSM and PGS focals; 7. Leads the OSM Secretariat, coordinates with the OSM committees to ensure the fulfillment of their respective functions, spearheads the provision of secretariat support in various PGS-related activities, and supervises the planning and programming of the OSM activities; 8. Attends and participates in various fora and meetings convened by the National Economic and Development Authority (NEDA); and 9. Performs other tasks or functions as may be directed.