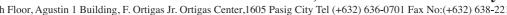


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## **TERMS OF REFERENCE**

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> <li>Strategic Planning</li> <li>Capacity Building</li> <li>Technical assistance in the formulation and review of major planning documents</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol> <li>Provides policy and strategic inputs in the formulation and review of the Philippine Development Plan (PDP) Chapter on Peace;</li> <li>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;</li> <li>Provides technical and administrative assistance in the development, review, and updating of Program Strategic Roadmaps and other strategy documents;</li> <li>Facilitates the cascading of the agency's planning guidance, annual strategic thrusts, and strategies to all OPAPRU units;</li> <li>Spearheads the drafting of strategy-related memoranda and office orders;</li> <li>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;</li> <li>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;</li> <li>Attends and participates in various fora and meetings convened by the National Economic and Development Authority (NEDA); and</li> <li>Performs other tasks or functions as may be directed.</li> </ol>

