



TERMS OF REFERENCE

OFFICE	RPA-CPLA Peace Process Office (RCPPPO)
JOB TITLE	Project Development Officer II
JOB DESIGNATION	Planning, Compliance, Monitoring and Evaluation Officer
JOB LEVEL	Contract of Service- Salary Grade 15 (PhP 32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	RCPPPO CPLA Division
REPORTS DIRECTLY TO	Division Chief/ Head of RCPPO
COORDINATES WITH	RCPPPO staff, implementing partners, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	Education: Bachelor's Degree relevant to the job Work Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training
JOB OBJECTIVES	To provide technical assistance and support efficiently and effectively in the daily operations of the CPLA Peace Process Office/division.
KEY RESULTS AREAS	Support to the implementation of programs under the RPA-CPLA Peace Process Office.
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> a. Assist the RCPPO PCME in preparation and submission of reportorial requirements and compliances required by Planning, Programming and Resource Management Service (PPRMS) and Policy Development, Strategy and Knowledge Management Service (PDSKMS) b. Provides inputs for the preparation and finalization of programming documents such as Work and Financial Plan, and other related budget execution and/ or implementation document; c. Monitors and tracks budget utilization; d. Updates the CPLA Peace Process dashboard and flag immediate concerns; e. Draft technical updates and reports, meeting briefings, letters/ memos, and other correspondences; f. Perform other tasks as directed by the Head/ immediate supervisor.

