



TERMS OF REFERENCE

CATEGORY	DETAILS
Unit Assignment	Policy Development, Strategy and Knowledge Management Service
Job Title / Position	Project Development Officer IV
Job Designation	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
Minimum Qualification	Education: Relevant Bachelor' Degree Work Experience: 3 years relevant work experience Training Experience: 16 hours training intervention
Key Result Areas	1. Strategic Planning 2. Capacity Building 3. Technical assistance in the formulation and review of major planning documents
Duties and Responsibilities	1. Provides policy and strategic inputs in the formulation and review of the Philippine Development Plan (PDP) Chapter on Peace. 2. Leads in crafting annual planning guidance and strategic thrusts/policy directions aligned with the PDP. 3. Provides technical and administrative assistance in developing, reviewing, and updating Program Strategic Roadmaps and other strategy documents. 4. Facilitates the cascading of the agency's planning guidance, strategic thrusts, and strategies to all OPAPRU units. 5. Spearheads drafting of strategy-related memoranda and office orders. 6. Leads technical and administrative support for activities/projects led by OSM, including governance councils, agency-wide strategy refreshes, and capacity-building for PGS Core Teams and Focals. 7. Leads the OSM Secretariat, coordinates committee functions, secretariat support, and OSM planning/programming. 8. Attends and participates in fora and meetings convened by NEDA. 9. Performs other related tasks as directed.