



TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER III
DESIGNATION	Technical Assistant for MNLF PPO
JOB LEVEL AND STATUS	Salary Grade 18 (Php 42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MNLF Transformation Program Division
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Transformation Division, and Head of Political Engagement Division
MINIMUM QUALIFICATION	Education: Bachelor's Degree Experience: Two (2) years of relevant working experience Training: Eight (8) hours of relevant training
JOB OBJECTIVES	<ol style="list-style-type: none">1. To provide technical support to program planning, implementation, monitoring, and evaluation;2. To provide technical support to the TP Division in the implementation of the PAMANA Program;3. To ensure and maintain the proper documentation of all amnesty applications, including those endorsed and transmitted by LABs; and4. To create and maintain a dynamic database management system for all amnesty applications
KEY RESULT AREAS	<ol style="list-style-type: none">1. Technical Support;2. Legal Research; and3. Policy Development and Implementation
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Lead the MNLF PPO Office on the financial and administrative concerns, planning and compliances as well as MEAL-related aspects of the programs of the Office;2. Assist in the development and formulation of policies, programs, strategies, and projects of the division in line with the mandate of the program;3. Provides technical and administrative support relative to the requirements of the implementation of the community healing and reconciliation section;4. Prepares technical documents such as activity reports, briefers, talking points, policies, guidelines, project proposals, and correspondences of requests;5. Researches various issues related to the community healing and reconciliation implementation;6. Supports the section manager of the community healing and reconciliation group in addressing MNLF-related concerns;7. Assists in the documentation of meetings and activities of the Transformation Division;8. Assists in the preparation of TD's monthly reports submitted to the PCME focal;9. Reports to the Director through the Division Head and Section Manager on matters about his/her specific assignments; and10. Performs other tasks or functions as may be directed