



TERMS OF REFERENCE

OFFICE	Policy Development, Strategy and Knowledge Management Service (KMPID-Ambassador Manuel T. Yan Peace Resource Center)
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Peace Resource Officer/Librarian
QUALIFICATION	Must be a PRC Registered Librarian
JOB LEVEL	Technical, Salary Grade 18 – Contract of Service (P42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively facilitate the provision of technical support relative to the management and administration of resource materials relevant to the Philippine comprehensive peace process.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Resource and Knowledge Management 2. Networking and Linkage-Building
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Reports directly to the KMPID Division Chief and PDSMS Director; 2. Coordinates with the Senior Peace Resource and Capacity Development Officer on the repository and archival functions of the Section; 3. Acts as the OPAPRU Ambassador Manuel T. Yan Peace Resource Center Librarian; 4. Manages and maintains the Ambassador Manuel T. Yan Peace Resource Center and the OPAPRU E-Library; 5. Provides library and research services to internal and external library users; 6. Facilitates the organization, moderation and maintenance of the library, its collections, as well as the E-Library; 7. Is responsible for the acquisition, accessioning, cataloging and classification of library resources, as well as in ensuring that library collection is updated; 8. Manages and maintains the Amnesty Record Management System; 9. Provides frontline service to amnesty-related document requests; and, 10. Coordinates and ensures partnership with formal and non-formal education institutions for the establishment, maintenance and monitoring of the Peace Education Resource Nooks or its equivalent. 11. Provides technical and administrative support to KMPID complementary sections – KMS and PRCDS; 12. Prepares CSW on routine letters, endorsements, other communications and required activities; and 13. Performs other tasks and functions as may be assigned by the Supervisor.