



### TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER I
DESIGNATION	Technical Assistant for MNLF PPO
JOB LEVEL AND STATUS	Salary Grade 11 (PhP 22,316.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MNLF PPO - Political Engagement Division
REPORTS DIRECTLY TO	Head of the MNLF PPO; Division Head of the Political Engagement Division
JOB OBJECTIVES	<ol style="list-style-type: none"><li>1. To assist in technical support to program planning, implementation, monitoring, and evaluation;</li><li>2. To ensure and maintain the proper documentation of all activities and meetings conducted under the Socioeconomic Individual and Community components; and</li><li>3. To assist in the maintaining a dynamic database management system for all Socioeconomic component programs.</li></ol>
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Technical Support;</li><li>2. Legal Research; and</li><li>3. Policy Development and Implementation</li></ol>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Assist in technical and administrative support relative to the requirements of the implementation of the socio-economic section;</li><li>2. Assist in the preparation of technical documents such as activity reports, briefers, talking points, policies, guidelines, project proposals, and correspondences of requests;</li><li>3. Assist in the conduct of researching various issues related to the socio-economic implementation;</li><li>4. Assists in the documentation of meetings and activities of the Transformation Division (TD);</li><li>5. Assists in the preparation of TD's monthly reports submitted to the PCME focal;</li><li>6. Assists in administrative requirements of the unit particularly in drafting justifications of liquidation reports and other similar documents;</li><li>7. Reports to the Director through the Division Head and Section Manager on matters about his/her specific assignments; and</li><li>8. Performs other tasks or functions as may be directed.</li></ol>