



TERMS OF REFERENCE

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| OFFICE | MILF PEACE PROCESS OFFICE |
| JOB TITLE / POSITION | Project Development Officer I |
| JOB DESIGNATION (if applicable) | Technical Officer, National Amnesty Commission (NAC) |
| JOB LEVEL | SG 11 (PhP22,316.00) – Contract of Service |
| PLACE OF ASSIGNMENT | OPAPRU Central Office, Pasig City |
| REPORTS DIRECTLY TO | Director IV and Program Manager II of the MILF Peace Process Office |
| MINIMUM QUALIFICATIONS | Relevant bachelor's degree |
| KEY RESULT AREAS | <ol style="list-style-type: none">1. Research and Documentation2. Resource and Knowledge Management3. Stakeholders Coordination |
| KEY ROLES AND RESPONSIBILITIES | <ol style="list-style-type: none">1. Provide technical and administrative support to the National Amnesty Commission created by Executive Order No. 125 S. 2021. This shall involve but not limited to coordination, integration, and harmonization of all activities of the Commission;2. Assist the head secretariat in the preparation of reports, project briefs, records, and other documents required by the NAC in the performance of its mandate;3. Liaise with concerned OPAPRU offices and partner government agencies in facilitating the implementation of the amnesty program; and4. Undertake other tasks as required by the Director IV, Program Manager II, and the Head of the Commission Secretariat. |