



OFFICE	Policy Development, Strategy and Knowledge Management Service (Strategic Planning Section)
JOB TITLE / POSITION	Project Development Officer (PDO) IV
JOB LEVEL	2 - Technical, Salary Grade (SG) 22
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Strategic Planning Section
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Strategic Planning</li><li>2. Capacity Building</li><li>3. Technical assistance in the formulation and review of major planning documents</li></ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Provides policy and strategic inputs in the formulation and review of the Philippine Development Plan (PDP) Chapter on Peace;</li><li>2. Leads in the crafting of the annual planning guidance and annual strategic thrusts/policy directions that are anchored in and supportive of the Philippine Development Plan targets and strategies, and the agency's organizational goals and its strategic position;</li><li>3. Provides technical and administrative assistance in the development, review, and updating of Program Strategic Roadmaps and other strategy documents;</li><li>4. Facilitates the cascading of the agency's planning guidance, annual strategic thrusts, and strategies to all OPAPRU units;</li><li>5. Spearheads the drafting of strategy-related memoranda and office orders;</li><li>6. Leads the provision of technical and administrative support in the conduct of activities/engagements/projects spearheaded by the OSM as well as its mechanisms and processes such as Multi-Sectoral Governance Council, agency-wide strategy refresh, capacity-building for PGS Core Team, OSM and PGS focal;</li><li>7. Leads the OSM Secretariat, coordinates with the OSM committees to ensure the fulfillment of their respective functions, spearheads the provision of secretariat support in various PGS-related activities, and supervises the planning and programming of the OSM activities;</li><li>8. Attends and participates in various fora and meetings convened by the National Economic and Development Authority (NEDA); and</li><li>9. Performs other tasks or functions as may be directed</li></ol>