



TERMS OF REFERENCE FOR PROJECT DEVELOPMENT OFFICER III (PDO III)
(JOB ORDER)

***Policy Development, Strategy and Knowledge Management Service-
Policy Development and Strategy Management Division (PDSKMS-PDSMD)***

JOB TITLE / POSITION	Project Development Officer III – Job Order <i>(Preferably with legal and legislative skills and experience)</i>
JOB DESIGNATION (If applicable)	Junior Technical Support Officer for the Conduct of Activities Relative to the Drafting of a Bill on the OPAPRU Transformation into a Department/Commission of/on Peace, Reconciliation and Unity (D/CPRU)
JOB LEVEL	2 - Technical, Salary Grade (SG) 18 Php 42,159.00/month <i>(May – October 2024)</i>
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the Policy Development Section of the PDSKMS relative to the conduct of activities for the drafting of the bill on the OPAPRU transformation into a D/CPRU.
KEY RESULT AREAS	1. Policy Writing and Development 2. Technical Assistance 3. Documentation
DUTIES AND RESPONSIBILITIES	1. Acts as the Junior Technical Support Officer for the conduct of activities relative to the drafting of the bill on the OPAPRU transformation into a D/CPRU; 2. Supports in the drafting and review of the draft bill on the OPAPRU transformation into a D/CPRU; 3. Serves as the documenter in all pipelined activities relative to the drafting of the bill on the OPAPRU transformation; 4. Provides technical and administrative support to the Writeshop on the drafting of the bill on OPAPRU transformation; 5. Assists in the facilitation of consultation meetings with national government agencies (NGAs), civil society organizations (CSOs), BARMM, and other relevant stakeholders; 6. Serves as liaison of the consultant; 7. Coordinates with OPAPRU Programs/Units and relevant agencies and organizations relative to the drafting of the bill; 8. Prepares administrative and logistical documents relating to the preparation of activities; 9. Drafts reports pertaining to the conduct of activities

	10. Performs other tasks or functions that may be assigned by the Head of the PDSKMS and the Policy Development Section.
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