



TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer V
JOB DESIGNATION (if applicable)	Program Focal for Policy and Program Development, and Capacity Building, Mainstreaming and Localization of Social Healing and Peacebuilding Initiatives
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 24 Php 85,074.00 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's Degree 2. 3 years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	To effectively and efficiently manage the Policy and Program Development and Capacity Building, Mainstreaming and Localization
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Management of the Policy and Program Development and Capacity Building, Mainstreaming and Localization Units 2. Provision of technical support to the implementation of the policy and program development 3. Facilitation of the implementation of the programs, projects and activities (PPAs) on the capacity building, mainstreaming, localization of women, youth, children and IP agenda
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists the Director in the provision of technical and administrative support in the implementation of the Policy and Program Development and Capacity Building, Mainstreaming and Localization; 2. Represents the Director/Deputy director, in their absence, during OPAPRU inter-unit or inter-agency meetings in relation to the Policy and Program Development and Capacity Building, Mainstreaming and Localization; 3. Provides policy recommendations and leads program development to address issues and concerns on social healing and peacebuilding; 4. Leads the development, implementation and monitoring of capacity building initiatives of the Social Healing and Peacebuilding Office to OPAPRU Programs/ Services and Peace Partners (LGUs, NGAs, and CSOs). These also include the development of trainings modules, toolkits and guidelines as well as the facilitation of trainings sessions, workshops and consultations on National Action Plan on Women, Peace and Security (NAPWPS), National Action Plan on Youth, Peace and Security (NAPYPS), Conflict-Sensitivity and Peace Promotion (CSPP), and Indigenous Peoples Healing and Reconciliation (IP H&R).

	<ol style="list-style-type: none"> 5. Leads the mainstreaming and localization efforts on the NAPWPS, NAPYPS, CSPP and IP H&R. 6. Consolidates and finalize OPAPRU's feedback, comments, and/or inputs to memorandum/documents relative to the SHAPE agenda; 7. Prepares the internal compliances and reportorial requirements relative to the Policy and Program Development and Capacity Building, Mainstreaming and Localization; 8. Leads in the provision of WPS, YPS and IP technical inputs as requested by internal and external clients; 9. Assists the Director in reviewing internal and external outputs and reports of the units 10. Coordinates with units and other agencies on the conduct of meetings/ activities/ trainings relative to Capacity Building, Mainstreaming and Localization; 11. Performs other tasks as may be directed.
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