



## TERMS OF REFERENCE

<b>JOB TITLE / POSITION</b>	<b>PROJECT DEVELOPMENT OFFICER II</b>
<b>DESIGNATION (if applicable)</b>	Support Staff (Capacity Development Component)
<b>JOB LEVEL</b>	Salary Grade 15 (Php 32,053.00)
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Maguindanao Office
<b>UNIT ASSIGNMENT</b>	Socioeconomic Development Unit -Task Force for Decommissioned Combatants and their Communities
<b>REPORTS DIRECTLY TO</b>	Unit Head
<b>SUPERVISES</b>	NA
<b>COORDINATES WITH</b>	<ol style="list-style-type: none"><li>(1) Moro Islamic Liberation Front</li><li>(2) Department of Social Welfare and Development</li><li>(3) Other partner implementing agencies</li><li>(4) Local Government Units</li></ol>
<b>JOB QUALIFICATIONS (MINIMUM)</b>	<ul style="list-style-type: none"><li>▪ With strong background in social development work</li><li>▪ Preferably with at least 3 years' experience in the peace and development</li><li>▪ With four (4) hours relevant training</li><li>▪ Preferably proficient in either Maguindanaon, Maranao or Tausug</li></ul>
<b>JOB OBJECTIVE</b>	Provide timely and appropriate interventions to the decommissioned combatants in the Bangsamoro and Regions IX, X, XII, XIII
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"><li>(1) Support to Program Implementation</li><li>(2) Interagency Coordination and Collaboration</li></ol>
<b>KEY ROLES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>(1) Strong interpersonal and communication skills;</li><li>(2) Can write proficiently in English and/or Filipino;</li><li>(3) Provides technical and administrative support in the implementation of various programs under capacity development component;</li><li>(4) Assist in screening of prospective beneficiaries of educational assistance program;</li><li>(5) Perform other tasks as may be assigned by the Head of Unit.</li></ol>