



TERMS OF REFERENCE

OFFICE	Women, Peace and Security Center of Excellence (WPS CoE)
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Technical Support Staff for the WPS CoE
JOB LEVEL	2 - Technical, Salary Grade (SG) 15 Php 32,053.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. 1 year of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative support to the WPS CoE.
KEY RESULT AREAS	1. Technical and administrative support to the WPS CoE 2. Coordination with other units and agencies
DUTIES AND RESPONSIBILITIES	1. Provide technical and administrative assistance to the WPS CoE and National Steering Committee on Women, Peace and Security (NSCWPS) Secretariat including pre-, actual and post-conduct of activities/trainings; 2. Assist in the drafting of OPAPRU's feedback, comments, and/or inputs to memorandum/documents relative to WPS; 3. Assist in the coordination with units and other agencies on the conduct of trainings/meetings/activities, submission of action plans and other documents relative to WPS and; 4. Perform other tasks as may be directed.