



TERMS OF REFERENCE

OFFICE	MILF PEACE PROCESS OFFICE
JOB TITLE / POSITION	Project Development Officer I
DESIGNATION	Junior Technical Staff and Administrative Staff
JOB LEVEL	Technical, Salary Grade (SG) 11 – Php 22,316.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Field Office in Maguindanao del Norte
UNIT ASSIGNMENT	MILF Peace Process Office – LNI Team
REPORTS DIRECTLY TO	Peace Program Officer IV, Program Manager I
SUPERVISES	N/A
JOB QUALIFICATIONS (MINIMUM)	Education: Bachelor's Degree Work Experience: None required Training: None required Eligibility: None required
JOB OBJECTIVE	To provide administrative support on the LNI program
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Draft memorandum on LNI activities; 2. Prepare After Activity Reports; 3. Support the gathering data and other related documents, analyzing information, and preparing financial report, with appropriate recommendations; 4. Ensures timely processing and reporting of compliances; 5. Supervise the monitoring and tracking of incoming and outgoing documents; 6. Ensure the compliances of the personnel to the Human Resources Management Department; 7. Coordinate with the Finance Management Service, Administrative Service, and other administrative staff of all units under the Program 1; 8. Liaise with the implementing units on financial and administrative matters and ensure that all transactions are properly carried out; 9. Provide administrative support on all activities of the LNI Team. 10. Assist on reviewing and validating all expenditures of the LNI Team; and 11. Undertake other tasks as required by the MILF PPO Director and Division Chief, and LNI Program Manager.