



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Communication and Public Affairs Service
JOB TITLE / POSITION	Project Development Officer II
DESIGNATION (if applicable)	Junior Writer – Bangsamoro
JOB LEVEL	Technical, Salary Grade (SG) I5
PLACE OF ASSIGNMENT	OPAPRU Davao City Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. 1 years of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	To efficiently provide communications support to all OPAPRU related events and activities in the assigned areas.
KEY RESULTS AREAS	<ol style="list-style-type: none"> 1. Help manage the Agency's official social media pages, website and online accounts; and 2. Coverage of all peace related events and activities in the assigned area/s.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide inputs in crafting of social media plans and activities which will effectively community the developments and achievement for the peace tables and programs; 2. Develop content into an interactive multi-media material for approved campaigns; 3. Provide social media coverage for events related to all peace tables and peace programs; 4. Help manage the OPAPRU official social media accounts, website, and other digital platform; 5. Ensure timely release of official statements, messages, information materials and other content in the Agency's social media accounts and website; 6. Provide technical reports in relation to social media listening and analytics; 7. Coordinate, collaborate and provide support for peace partners in connection with social media activities and/or campaigns related to the peace tables and programs; and 8. Spearhead and/or supervise media events or other activities as maybe assigned by Director of CPAS Director of CPAS and/or Operations Chief or in cooperation with concerned units.