



TERMS OF REFERENCE

JOB TITLE	PROJECT DEVELOPMENT OFFICER III
JOB DESIGNATION	Junior Technical Staff for RPA Amnesty Program
JOB LEVEL	Contract of Service (Php 42,159.00/month)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	RPM-P/RPA/ABB and CBA-CPLA Concerns Office
REPORTS DIRECTLY TO	Head of the RCCO
COORDINATES WITH	National Amnesty Commission, other implementing partners, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant Bachelor's Degree 2. Two (2) years of relevant working experience 3. Eight (8) hours of relevant training 4. Willing to travel within Metro Manila, Regions VI, VII and X
JOB OBJECTIVES	<ol style="list-style-type: none"> 1. To provide technical support to program planning, implementation, monitoring, and evaluation of the Amnesty Program; 2. To ensure and maintain the proper documentation of all amnesty applications, including those endorsed and transmitted by LABs; and 3. To create and maintain a dynamic database management system for all amnesty applications.
KEY RESULTS AREAS	Supports the implementation of the Normalization Program for the RPM-P/RPA/ABB, specifically on the Amnesty Program.
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists in the coordination with key stakeholders, courts of law, quasi-judicial bodies, law enforcement agencies, local government units, and other government agencies relative to the data on and the status of cases of amnesty applicants; 2. Undertakes proper documentation of all documents and paraphernalia, whether in physical or digital form, relative to the activities of the RPA Secretariat of NAC; 3. Maintains a database of the cases and corresponding documents, and; 4. Provide technical support on coordination, integration, and harmonization of all activities in support of the amnesty program for the RPM-P/RPA/ABB pursuant to the amnesty proclamation; and 5. Performs such other functions as may be directed by the Program Head.

