



OFFICE	MILF PEACE PROCESS OFFICE
JOB TITLE / POSITION	Project Development Officer I
DESIGNATION	Junior Technical Staff
JOB LEVEL	Technical, Salary Grade (SG) 11 – Php 22,316.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office
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 technical support on the LNI program
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Draft memorandum, reports, and other necessary documents related to LNI activities;2. Prepare After-Activity Reports (AAR);3. Assist in coordinating with the Normalization Mechanism and other agencies in the conduct of workshops, meetings, and other activities related to the LNI Program;4. Support data gathering, documentation, and analysis of relevant information, including providing appropriate recommendations;5. Ensure timely processing and reporting of compliance requirements related to LNI activities;6. Monitor and track incoming and outgoing communications and reports;7. Assist in reviewing and validating all LNI-related documents;8. Provide technical support to all activities of the LNI Team; and9. Undertake other tasks as assigned by the MILF PPO Director, Division Chief, and LNI Program Manager I.