



### TERMS OF REFERENCE

OFFICE	<b>RPA-CPLA Peace Process Office (RCPPPO)</b>
JOB TITLE	<b>Project Development Officer II</b>
JOB DESIGNATION	Administrative and Technical Officer
JOB LEVEL	Contract of Service- Salary Grade 15 (PhP 32,053.00)
PLACE OF ASSIGNMENT	RCPPPO-CPLA Division Office, Baguio City
UNIT ASSIGNMENT	RCPPPO CPLA Division
REPORTS DIRECTLY TO	Division Chief/ Head of RCPPPO
COORDINATES WITH	RCPPPO staff, implementing partners, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	Education: Bachelor's Degree relevant to the job Work Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training
JOB OBJECTIVES	To provide technical assistance and support efficiently and effectively in the daily operations of the CPLA Peace Process Office/ division.
KEY RESULTS AREAS	Support to the implementation of programs under the RPA-CPLA Peace Process Office.
JOB RESPONSIBILITIES	<ol style="list-style-type: none"><li>a. Focal for administrative-related concerns such as pre-and post-activity compliance documents, inventory and request of supplies,</li><li>b. Performs liaison work between agencies and representatives of other organizations;</li><li>c. Focal for Joint Evaluation and Monitoring Committee admin matters (contract, monthly submission of reports, release of salary, etc.);</li><li>d. Drafts or consolidates division monthly Activity Report;</li><li>e. Provide support to other field activities, as necessary;</li><li>f. Monitor payables and flag urgent concerns;</li><li>g. Perform other tasks as directed by the Head/ immediate supervisor.</li></ol>