



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	Secretariat of the GPH Implementing Panel for the GPH-MILF Peace Accord
JOB TITLE / POSITION	Project Development Officer II
JOB DESIGNATION (if applicable)	Technical Officer
JOB LEVEL	Technical, Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s Degree 2. Two (2) years of relevant working experience 3. Willing to travel and be deployed in any areas in Mindanao
JOB OBJECTIVE	To provide technical support to the GPH Implementing Panel for the GPH-MILF Peace Accord
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical Support 2. Liaison, coordination and facilitation 3. Research and capacity-building
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and operational support to the GPH Peace Implementing Panel for the GPH-MILF Peace Accord including but not limited to the following: <ol style="list-style-type: none"> a. Documents the proceedings of the meeting and prepares highlights of consensus points after every meeting; b. Prepares reports, briefers, presentations and other technical notes; c. Handle all technical requirements as required by the GPH Implementing Panel. 2. Coordinates and liaises with offices/units/mechanisms under the purview of the GPH Implementing Panel, other OPAPRU offices, and external stakeholders and partners; 3. Organize and assists in the conduct of meetings, consultations, briefings, workshops, information campaign, dialogues, and other similar activities pertinent to the functions of the office; 4. Conducts research and field study, as necessary; 5. Travels in Mindanao as part of official business of the office, as necessary; 6. Prepares technical reports and other reportorial requirements of the office for OPAPRU; 7. Reports directly to the Head of Secretariat and coordinates with other secretariat members in the execution of activities; and 8. Performs other functions as may be assigned pertinent to the functions of the office.