



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Inter-Cabinet Mechanism on Normalization (ICCMN) Secretariat
JOB TITLE / POSITION	Program Manager II
JOB DESIGNATION (if applicable)	Deputy Head, ICCMN Secretariat
JOB LEVEL	Technical Salary Grade (SG) 26 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MILF Peace Process Office
REPORTS DIRECTLY TO	Director for MILF Peace Process Office and JNC Secretariat
SUPERVISES	All ICCMN Secretariat Personnel
COORDINATES WITH	All implementing units under Program 1, Normalization mechanisms, and ICCMN Member-Agencies
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. 3 years of relevant experience
JOB OBJECTIVE	To provide support the Director IV on the management of activities and directives of the ICCMN and its Co-Chairs.
KEY ROLES AND RESPONSIBILITIES	1. Lead the implementation of activities of the ICCMN Secretariat, including provision of technical and administrative supervision; 2. Provide technical support to the ICCMN and its Co-Chairs in the implementation of programs; 3. Guide and supervise the work of the staff and ensure effective coordination and collaboration between pertinent Normalization mechanisms and ICCMN agencies; constituency building, and stakeholder management; 4. Prepare regular technical reports on the ICCMN; and 5. Undertake other tasks as required by the Director IV.