



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
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TERMS OF REFERENCE

OFFICE	Inter-Cabinet Mechanism on Normalization (ICCMN) Secretariat
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Technical Officer, ICCMN Secretariat
JOB LEVEL	Technical Salary Grade (SG) 18 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MILF Peace Process Office
REPORTS DIRECTLY TO	Project Manager II and Project Development Officer V
S COORDINATES WITH	All implementing units under Program 1, Normalization mechanisms, and ICCMN Member-Agencies
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor's degree 2. 2 years of relevant experience 3. 8 hours of relevant training 4. Required Competency <ul style="list-style-type: none"> - Core (Level 2) - Technical/ Functional (Level 2)
JOB OBJECTIVE	To provide technical support on coordination, integration, and harmonization of all activities of the ICCMN.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide support in the collection and analysis of data, preparation and updating of project briefs, records and other documents on the ICCMN; 2. Provide technical support on coordination, integration, harmonization of all activities of the ICCMN; 3. Coordinate with OPAPRU departments, Normalization Mechanisms, and ICCMN agencies relative to the directives arising from ICCMN meetings; 4. Provide inputs on analysis, research, policies, guidelines, and documentary requirements relative to the ICCMN; and 5. Undertake other tasks as required by the PDO V and Director IV.