



TERMS OF REFERENCE

JOB TITLE / POSITION	Peace Program Officer I
DESIGNATION (if applicable)	Admin Officer, Combined Secretariat; Finance & Admin Officer, GPH AHJAG
JOB LEVEL	Technical, Salary Grade (SG) 11 – Php 28,512.00, Contractual
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Combined Secretariat of the GPH CCCH and GPH AHJAG Office
REPORTS DIRECTLY TO	Chairman, GPH CCCH; Head, Combined Secretariat and Chief Operations Officer of the Combined Secretariat
SUPERVISES	Liquidations, Finance and Logistics of the Office
COORDINATES WITH	CCCH, AHJAG, BIAF – MILF Commanders and Members; IMT, OPAPP and Other Norm Bodies.
MINIMUM QUALIFICATIONS	Education: Relevant bachelor's degree Work Experience: None required Training Experience: None required Preferred qualifications: <ul style="list-style-type: none">• Two (2) years of professional experience in the field, demonstrating a strong foundation of expertise.• Discreet and trustworthy, with the ability to maintain confidentiality at all times.• Dedicated to delivering high-quality service.• Quick to learn and adapt, with strong decision-making and problem-solving skills.• Resilient under pressure, with a demonstrated ability to thrive in challenging environments.• Collaborative team player, skilled in time management and multitasking to meet deadlines effectively.• Open to travel, including to Conflict-Affected Areas in Mindanao (CAAM), as required.