



**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	<b>Social Healing and Peacebuilding Office (SHAPEO)</b>
JOB TITLE / POSITION	<b>Project Development Officer IV</b>
JOB DESIGNATION (if applicable)	Program Manager for the Youth and Indigenous Peoples (IP) Division
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 22 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To effectively and efficiently assist in the management of the Youth and IP Division
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Management of the Youth and IP Division</li> <li>2. Provision of technical and administrative support to the implementation of the Youth, Peace and Security (YPS), and the IP Healing and Reconciliation (H&amp;R) agenda</li> <li>3. Facilitation of the implementation of the programs, projects and activities (PPAs) on National Action Plan on YPS and IP H&amp;R agenda</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Assists the deputy director in the provision of technical and administrative assistance in the implementation and mainstreaming of the National Action Plan on YPS and IP HR agenda, and/or any pertinent SHAPEO agenda;</li> <li>2. Represents the director/deputy director, in their absence, during OPAPRU inter-unit or inter-agency meetings in relation to YPS and IP H&amp;R agenda, and/or any pertinent SHAPEO agenda.</li> <li>3. Provides policy recommendations to address issues, concerns, and aspirations of the Youth and IPs/ICCs;</li> <li>4. Provides technical and administrative support to the implementation and mainstreaming of CSPP programs for the Youth and Indigenous Peoples of the different peace tables;</li> <li>5. Provides technical and administrative support in the implementation and mainstreaming of the Healing and Reconciliation Program for IPs and traditional conflict resolution mechanisms of IPs/ICCs</li> <li>6. Drafts OPAPRU’s feedback, comments, and/or inputs to memorandum/documents relative to YPS and IP H&amp;R agenda;</li> <li>7. Prepares the Division’s internal compliances and reportorial requirements relative to the YPS and IP H&amp;R agenda, and/or any pertinent SHAPEO agenda;</li> <li>8. Assists in the provision of YPS and IP, and/or any pertinent SHAPEO-related technical inputs as requested by internal and external clients;</li> <li>9. Provides technical and administrative assistance to the conduct of capacity development trainings;</li> </ol>

	<ol style="list-style-type: none"><li>10. Assists the deputy director in reviewing internal and external outputs and reports of the Division</li><li>11. Coordinates with units and other agencies on the conduct of meetings/activities/trainings relative to YPS and IP H&amp;R agenda, and/or any pertinent SHAPEO agenda, and;</li><li>12. Performs other tasks as may be directed.</li></ol>
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