



### TERMS OF REFERENCE

OFFICE	SOCIAL HEALING AND PEACEBUILDING OFFICE (SHAPEO)
JOB TITLE / POSITION	DIRECTOR IV
JOB DESIGNATION (if applicable)	Program Administrator/Head, Social Healing and Peacebuilding Office (SHAPEO)
JOB LEVEL	Managerial
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<p><b>Education:</b> Bachelor's degree</p> <p><b>Experience:</b> -3 years of Supervisory/Management Experience -Experience in Mainstreaming and Localization of the following agenda:</p> <ol style="list-style-type: none"> <li>a. Preventing and Transforming Violent Extremists (PTVE)</li> <li>b. Indigenous Peoples Healing and Reconciliation (IPH&amp;R)</li> <li>c. Women Peace and Security (WPS)</li> <li>d. Youth Peace and Security (YPS)</li> <li>e. Conflict Sensitive and Peace Promotion (CSPP)</li> </ol> <p>-Experience in Monitoring, Evaluation, Accountability, and Learning (MEAL) processes of major programs</p> <p><b>Training:</b> -Conflict-Sensitivity and Peace Promotion or its equivalent -Gender Sensitivity and Gender Analysis Training</p> <p><b>Eligibility:</b> Civil Service Eligible</p>
JOB OBJECTIVE	To efficiently manage and effectively provide over-all strategic guidance to the SHAPEO
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>I. Leadership and Management of the SHAPEO</li> <li>II. Provide strategic directions for the Office, both in the day-to-day operations and in the delivery of the Office's Performance Governance Scorecard (PGS) and Roadmap</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>A. Provides overall direction, management, and supervision of the Office in line with the objectives of the SHAPEO Program;</li> <li>B. Manages and supervises the effective and efficient implementation of the following programs and agenda:             <ol style="list-style-type: none"> <li>a. Preventing and Transforming Violent Extremists (PTVE)</li> <li>b. Indigenous Peoples Healing and Reconciliation (IPH&amp;R)</li> <li>c. Women Peace and Security (WPS)</li> <li>d. Youth Peace and Security (YPS)</li> <li>e. Conflict Sensitive and Peace Promotion (CSPP)</li> </ol> </li> <li>C. Recommends and leads the implementation of appropriate policy and program development/ enhancements to ensure the effective and efficient implementation of the SHAPE Program;</li> </ol>

	<ul style="list-style-type: none"><li>D. Manages and supervises the mainstreaming of NAPWPS, NAPYPS, IPH&amp;R, GAD and CSPP within OPAPRU, its external peace partners (e.g., interagency mechanisms, national government agencies, international/non-government organizations (INGOs), civil society organizations (CSOs), grassroots organizations, among others), as well as localization to local government units, grassroots organizations, among others.</li><li>E. Lead the capacity-building to government agencies, peace partners and mechanism of SHAPE initiatives/ programs.</li><li>F. Initiate, cultivate, and sustain partnerships with key stakeholders of the SHAPE Program;</li><li>G. Provide guidelines and monitor the integration and convergence of SHAPE with other OPAPRU Clusters, Programs, and/or Peace Tables</li><li>H. As member of the Management Committee, contribute to the formulation of strategies, programs, policies, procedures, and decision-making of the OPAPRU and help resolve major issues concerning it;</li><li>I. Manages the day-to-day operations of the Office and monitors the day-to-day performance and deliverables of the personnel vis-à-vis the Service and OPAPRU's mandate and,</li><li>J. Perform other tasks or functions that may be assigned by the Executive Director for Peace Sustainability and the PAPRU.</li></ul>
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