



TERMS OF REFERENCE

OFFICE	INTERNATIONAL AND PRIVATE PARTNERSHIPS OFFICE
JOB TITLE / POSITION	PEACE PROGRAM OFFICER IV
DESIGNATION (if applicable)	Senior Technical Officer
JOB LEVEL	2 – Technical, Salary Grade 22 (Php 74,836.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	Director of IPPO
SUPERVISES	PPO II, PDO III, PDO I, AO II
MINIMUM QUALIFICATION	Education: Relevant Bachelor’s degree Experience: 3 years of relevant experience Training: 16 hours of relevant training
JOB OBJECTIVE	Provide technical assistance in coordinating and managing all international and private partners in support of the peace process
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinate and consult with national government agencies, local government units, security sector, civil society, international and private development partners and other stakeholders on concerns relative to support to the peace process; 2. Establish and maintain good working relationships with all local and international stakeholders; 3. Ensure that all requirements of the peace tables which need support for financial and technical assistance are mapped; 4. Review programs, projects and activities of international and private development partners to ensure they are aligned with the government’s peace and development agenda; 5. Monitor and ensure that all international or private funded programs/project of OPAPRU in support of the peace process are effectively and efficiently delivered; 6. Review and consolidate briefing papers, documents, and reports for OPAPRU executives and officials, and for reporting to other government agencies; 7. Review project proposals, concept notes and other documents on the requirements of the peace process for funding and technical support from international and private partners; 8. Monitor and consolidate all the deliverables of IPPO, including the technical and administrative aspects of the work;

9. Represent the Director of IPPO in functions and roles as may be assigned;
10. Perform supervisory function for junior technical staff and administrative staff of IPPO; and
11. Perform all other functions assigned by the Director of IPPO.