



TERMS OF REFERENCE

OFFICE	Combined Secretariat (GPH CCCH and GPH AHJAG)
JOB TITLE / POSITION	PEACE PROGRAM OFFICER III
DESIGNATION (if applicable)	Focal, GPH AHJAG; Deputy Chief for Operations, Combined Secretariat; Staff-in-Charge, Central Mindanao Desk GPH AHJAG Focal for EHMR
JOB LEVEL	Technical, Salary Grade 18 (Php 49,015.00) Contractual
PLACE OF ASSIGNMENT	Cotabato City
REPORTS DIRECTLY TO	Chairman, GPH AHJAG and GPH CCCH; Head Combined Secretariat, Chief Operations Officer
SUPERVISES	GPH AHJAG and Team Members
COORDINATES WITH	CCCH, AHJAG, BIAF – MILF Commanders and Members; AFP; PNP, UN Agencies, IMT, OPAPRU and Other Norm Bodies, LGUs, NGAs, NGOs.
MINIMUM QUALIFICATION	Education: Relevant Bachelor's degree Work Experience: 2 years of relevant experience Training: 8 hours of relevant training
COMPETENCY-BASED QUALIFICATIONS	<ul style="list-style-type: none"> • Five (5) years of relevant working experience in the field • Vast knowledge of the Ceasefire Mechanism • Ability to act with discretion and maintain confidentiality. • Committed to provide high quality service; quick learner with superb decision-making/problem solving abilities • Willingness to learn and can work under pressure • Excellent in communications and written skills • Team player with flexible time management and multi-tasking abilities • Willingness to travel anywhere in the Conflict Affected Areas in Mindanao (CAAM)
JOB OBJECTIVE	Facilitates the technical and other admin requirements of the CCCH and AHJAG.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical and Operational Support to the Ceasefire Mechanisms. 2. Assist other administrative support to CCCH and AHJAG in special cases.

KEY ROLES AND RESPONSIBILITIES

- Responsible in drafting and sending out all GPH AHJAG related coordination with AFP, PNP, PDEA, CIDG and other law enforcements agencies to MILF AHJAG and GPH CCCH
- Responsible for preparing the Daily Situation Report, monthly, quarterly, Annual and special reports of GPH AHJAG.
- Facilitates AHJAG meetings and maintains GPH AHJAG files.
- Focal Person for the MILF Wanted Personalities and its database
- Attendance in any conference, meeting, workshop and training if the Chairman is not available.
- Conducts information briefing of AHJAG in behalf of AHJAG Chairman and Action Officers
- Serves as the executive secretary to the Chairman, GPH AHJAG
- Provide technical support to the Security Unit; Attends series of meetings of the CCCH, AHJAG and IMT on ceasefire related concerns;
- Attends MILF peace advocacies and POC meetings as representative of the GPH CCCH and AHJAG to help address ceasefire related concerns;
- Assist the IMT during the joint verification missions on ceasefire violations committed by either the GPH and MILF forces.
- Conducts briefing relative to ceasefire mechanisms;
- Prepares/updates FAQs regarding the ceasefire mechanisms
- Perform other tasks as directed by the Chairman of GPH CCCH and GPH AHJAG; Head of the Combined Secretariat and/or the chiefs for operations and admin.