



### TERMS OF REFERENCE

OFFICE	<b>Policy Development, Strategy and Knowledge Management Service (PDSKMS)</b>
JOB TITLE / POSITION	<b>Peace Program Officer II</b>
JOB DESIGNATION (if applicable)	Assistant Knowledge and Research Management Officer
JOB LEVEL	Technical, Salary Grade 15 (P36,619.00) – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently and effectively design and craft knowledge products by skillfully communicating the peace process through visually captivating and aesthetically pleasing designs, and provide technical support in the knowledge and research management initiatives of the Agency
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Resource and Knowledge Management</li> <li>2. Research and Documentation</li> <li>3. Capacity-Building</li> <li>4. Graphic Design and Layout</li> </ol>
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> <li>● Act as the Assistant Knowledge and Research Management Officer</li> <li>● Reports to the Immediate Supervisor and to the Director of KMPIS</li> <li>● Assists the Knowledge and Research Management Officer in the conduct of the following:             <ol style="list-style-type: none"> <li>i. Documentation of KMPID activities (e.g., processes, academic and research-related events/programs/projects, planning, etc.);</li> <li>ii. Content generation, analysis, and review of identified of knowledge materials, knowledge products, and other publication and documents;</li> <li>iii. Conduct of priority research and documentation initiatives of OPAPRU Offices/Services/Units as identified; and/or for research to be conducted by other institutions and individuals.</li> <li>iv. Generation of Research and Documentation Designs as requested by OPAPRU Offices/Services/ Units;</li> <li>v. Development of knowledge products and services that are relevant to the comprehensive peace process;</li> <li>vi. Collaboration with internal stakeholders for information needs across the organization;</li> <li>vii. Conceptualization and Development of IEC materials; and</li> <li>viii. Establishment of partnerships with Research Institutes and other policymakers.</li> </ol> </li> <li>● Design and layout of Knowledge Products and IEC materials;</li> <li>● Be up to date with the latest trends, techniques, and advancements in the field of graphic design;</li> <li>● Drafts proposals, concept notes, and other documents;</li> </ul>

	<ul style="list-style-type: none"><li>● Assists in the maintenance of the OPAPRU Knowledge Management System (KMS);</li><li>● Assists in the preparation of CSW on routine letters, endorsements, other communications and required activities;</li><li>● Assists in the conduct of meetings, trainings, and other KMS activities; and</li><li>● Performs other tasks and functions as may be assigned by the Supervisor.</li></ul>
--	---

