



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	Resource Management Service (RMS)
JOB TITLE / POSITION	Peace Program Officer IV
DESIGNATION (if applicable)	Section Chief / Senior Technical Officer
JOB LEVEL	2 – Technical, Salary Grade (SG) 22 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 3 years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	<p>To efficiently facilitate/provide technical support:</p> <ul style="list-style-type: none"> • In the operationalization of Resource Management (i.e. planning, programming, budgeting, monitoring, and reporting) processes • For ensuring delivery of all Resource Management requirements in support of improving OPAPRU capacities including but not limited to: (a) PCME/CSPP-MEAL processes of the unit; (b) programming and budgeting, including support to the Program and Budget Advisory Committee (PBAC); (c) adoption and implementation of the Performance Governance System (PGS); support to the Office for Strategy Management (OSM); and (d) other programs and activities of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Planning, compliance, monitoring and evaluation (PCME) 2. Planning, Programming and Budgeting 3. Data and knowledge management 4. Performance Management 5. Liaison/coordination and facilitation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide efficient support to the unit for ensuring harmonization of all unit plans to the agency targets and objectives; 2. Facilitate/Provide technical assistance on planning and assessment processes; 3. Provide coaching/ technical assistance in capacitating units, focals on results-based reporting and PCME/PBAC requirements (OPAPRU Strategic Plan/Results Matrix, WFPs, PMPs, OPC/Rs, Accomplishment and Budget Reports, PGS deliverables and outputs; 4. Provide efficient support to the agency PGS and OSM; 5. Provide efficient support to the OPAPRU Annual Budgeting process in coordination with Finance and concerned units; 6. Facilitate preparation and submission of pertinent budget proposal (BP) forms and documents for OPAPRU regular appropriations and of emerging budgetary requirements for supplemental and other budget requests of OPAPRU; 7. Facilitate/Provide technical assistance for complying requirements to budget hearings (DBM, HoR, Senate); 8. Perform as liaison with budget oversight agencies (DBM, HoR, Senate) on various requirements for the OPAPRU budget; 9. Draft/Prepare, review and/or provide inputs on memos, narrative reports, briefers, presentations, analyses, policies, guidelines, project proposals, documentary requirements, and other technical documents as needed; 10. Perform other tasks that may be assigned by the Director and/or the Division Chief.