



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Office of the Chairperson of the GPH Peace Implementing Panel for the GPH-MILF Peace Process
JOB TITLE / POSITION	Executive Assistant III
JOB DESIGNATION (if applicable)	Technical Officer/Executive Assistant to the GPH Peace Implementing Panel Chair
JOB LEVEL	Technical, Salary Grade (SG) 20 – Contractual (PhP 57,347.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor’s degree 2. 2 years of relevant experience 3. 8 hours of relevant training 4. Willing to travel and be deployed in any areas in Mindanao
JOB OBJECTIVE	To provide technical and administrative support to the GPH Peace Implementing Panel Chair
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical Support 2. Liaison/networking/coordination and facilitation 3. Research and capacity-building
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides technical and operational support to the Office of the GPH Peace Implementing Panel Chair including but not limited to the following: 2. Documents the proceedings of the meeting and prepares highlights of consensus points after every meeting; 3. Prepares reports, briefers, presentations and other technical notes; 4. Handle all technical and logistical requirements of the GPH Peace Implementing Panel Chair 5. Serves as executive assistant to the GPH Peace Implementing Panel Chair; 6. Manages and coordinates the schedule and activities of the GPH Peace Implementing Panel Chair and the GPH Implementing Panel; 7. Coordinates and liaises with offices/units/mechanisms under the purview of the GPH Peace Implementing Panel, other OPAPRU offices, GPH-MNLF Coordinating Committee, and external stakeholders and partners; 8. Organizes and assists in the conduct of meetings, consultations, briefings, workshops and other similar activities pertinent to the functions of the office; 9. Maintain a database of official correspondence, engagements, and other documents and activities of the office; 10. Records and monitors the documents, reports, requests, and compliances of the office; 11. Prepares technical reports and other reportorial requirements of the office for OPAPRU;

- | | |
|--|--|
| | <ol style="list-style-type: none">12. Conducts research and field study, as necessary;13. Monitors and updates the calendar of activities (manual and digital) of the Unit Head and staff;14. Travels in Mindanao as part of official business of the office, as necessary;15. Serves as focal person for planning, monitoring and evaluation of the office;16. Attends internal and external meetings of the office, as necessary;17. Reports directly to the Head of Secretariat and coordinates with other secretariat members in the execution of activities; and18. Performs other functions as may be assigned by the GPH Peace Implementing Panel Chair pertinent to the functions of the office. |
|--|--|