



TERMS OF REFERENCE

OFFICE	RPA-CPLA PEACE PROCESS OFFICE (RCPPPO)
JOB TITLE / POSITION	DIRECTOR IV
JOB DESIGNATION (if applicable)	Program Administrator/Head, RPA-CPLA Peace Process Office (RCPPPO)
JOB LEVEL	Managerial, Salary Grade 28 (Php 154,320.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor's degree Experience: 3 years of supervisory/mgt. experience Training: None Required Eligibility: None Required
JOB OBJECTIVE	To efficiently and effectively manage and provide over-all guidance to the RCPPO
KEY RESULT AREAS	A. Leadership and Management of the RCPPO B. Strategic directions for the office
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides overall direction and management of the Office in line with the objectives of the GPH-CBA-CPLA and GPH-RPM-P/RPA/ABB peace processes and the Transformation Program in targeted areas; 2. Manages the day-to-day operations of the Office; 3. Recommend appropriate policy and program enhancements to ensure the effective and efficient implementation of the GPI-I-CBA-CPLA and GPH-RPM-P/RPA/ABB peace processes and the Transformation Program; 4. Initiate, cultivate, and sustain partnerships with key stakeholders of the GPI-I-CBA-CPLA and GPI-I-RPM-P/RPA/ABB peace processes and the Transformation Program; 5. As member of the Management Committee, contribute to the formulation of strategies, programs, policies, procedures, and decision making of the OPAPRU and help resolve major issues concerning it; and, 6. Perform other tasks or functions that may be assigned by the Executive Director for Local Conflict Transformation, Presidential Assistant for Local Conflict Transformation, and the PAPRU.