



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	Social Healing and Peacebuilding Office (SHAPEO)
JOB TITLE / POSITION	Program Manager I
JOB DESIGNATION (if applicable)	Head for SHAPE Program in Lanao Del Sur
JOB LEVEL	Supervisory/ Technical Salary Grade (SG) 25 – Contract of Service
PLACE OF ASSIGNMENT	Lanao de Sur
SUPERVISES	All areas of implementation of the Social Healing and Peacebuilding Program (SHAPE) in Lanao Del Sur
REPORTS DIRECTLY TO	Director/Head for Social Healing and Peacebuilding Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Master’s Degree Relevant to the job 2. Four years of relevant experience 3. Three years of supervisory experience 4. Forty (40) hours of supervisory/management training intervention
JOB OBJECTIVE	To supervise the technical and operational activities of the Social Healing and Peacebuilding Program in Lanao Del Sur that shall include convergence with different government agencies and stakeholders
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Oversee, integrate and monitor all activities relative to the SHAPE Program in Lanao del Sur; 2. Lead the policy, program development and implementation of activities of the Social Healing and Peacebuilding Program in Lanao Del Sur, including the provision of technical and administrative supervision; 3. Guide and supervise the work of the staff and ensure effective coordination and collaboration between Local and BARMM Government Units, National Government Agencies, Civil Society Organizations, constituency building, and stakeholder management; 4. Represents the OPAPRU inter-unit or inter-agency meetings in Lanao del Sur in relation to Social Healing and Peacebuilding, and/or any pertinent SHAPE agenda; 5. Prepare regular technical reports on the Social Healing and Peacebuilding Programs in Lanao Del Sur; and 6. Undertake other tasks as required by the Executive Director.