



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. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



JOB TITLE / POSITION	Director IV
DESIGNATION (if applicable)	Director for CPP-NPA-NDF Peace Process Office (CPPO)
JOB LEVEL	Salary Grade 28 (Php 148,171.00) Contractual
PLACE OF ASSIGNMENT	10 th Floor, OPAPRU Central Office, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City, 1605
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Experience: 3 years of supervisory/mgt. Experience Training: None required Eligibility: None required
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Program Administration: Localized Peace Engagements (LPE) and its Transformation Program (TP) and National Peace Engagements (NPE) 2. Policy Development 3. Personnel Management 4. Executive Support
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Spearheads the attainment of the CPPO's mandate vis-a-vis that of OPAPRU's, which includes all aspects of management and supervision in terms of producing deliverables based on set targets; 2. Ensures the efficient, effective and timely implementation of the Program's approved Roadmap particularly its key Programs, Activities and Projects (PAPS) to ensure the timely attainment of deliverables; 3. Reviews and submits progress reports, on-demand reporting requirements and updates to Executives, support units, through proper channels on the implementation of programs and projects relative to the LPE and its TP, and NPE where appropriate; 4. Ensures compliance to planning, programming, budgeting, execution and monitoring processes of OPAPRU; 5. Coordinates, integrates and monitors the LPE and TP work assigned to the OPAPRU representatives to national clusters, Field Implementation Support Units/ Area Management Units, and Consultants as reflected in the roadmap; 6. Ensures complete staff work in carrying out assigned tasks and in the timely delivery of required outputs; 7. Recommend appropriate policy and program enhancements to ensure the effective and efficient implementation of LPE and TP; 8. Manage the CPPO team to promote harmonious relationships with all stakeholders;

	<ol style="list-style-type: none">9. Represents, participates, and provides technical assistance during OPAPRU's and pertinent inter-agency mechanisms' meetings, activities and events; and10. Performs other tasks or functions as may be directed by the Cluster Heads.
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