



**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) 8636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Policy Development and Strategy Management Service</b>
<b>JOB TITLE / POSITION</b>	<b>Peace Program Officer III</b>
<b>JOB DESIGNATION (If applicable)</b>	Support Staff for the Strategic Planning Division
<b>JOB LEVEL</b>	2 - Technical, Salary Grade (SG) 18 - Contractual
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
<b>JOB OBJECTIVE</b>	To efficiently and effectively provide technical and administrative support to the Quality Management Section
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Strategic Planning</li> <li>2. Implementation of the QMS-ISO</li> <li>3. Technical assistance to OPAPRU programs and units</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provides technical and administrative assistance in the establishment and effective implementation of the Quality Management System-International Organization for Standardization (QMS-ISO) and adoption of the Performance Governance System (PGS) in the OPAPRU;</li> <li>2. Provides technical assistance to the crafting of operational policies and procedures to fulfill OPAPRU's mandate, vision and mission, and provide quality service to peace and development partners, stakeholders, and beneficiaries;</li> <li>3. Assists in the formulation of a set of standards in improving OPAPRU's business processes through adoption of national and international policies on good governance;</li> <li>4. Provides technical assistance in the institutionalization of quality management through automation and digitization of systems and processes;</li> <li>5. Leads in the preparation of requirements relative to ISO-QMS activities/engagements/projects such as but not limited to Management Reviews, Internal Quality Audit, among others;</li> <li>6. Coordinates with OPAPRU units, peace partners and other stakeholders relative to ISO-QMS implementation;</li> <li>7. Provides secretariat support to the conduct of activities/engagements/ projects spearheaded by the OSM including coordination with the Multi-Sectoral Governance Council (MSGC); and</li> <li>8. Performs other tasks or functions as may be directed.</li> </ol>