



**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**

OFFICE	<b>Socioeconomic Development Unit – Task Force for Decommissioned Combatants and their Communities</b>
JOB TITLE / POSITION	<b>Peace Program Officer II</b>
JOB DESIGNATION (if applicable)	Assistant Development Worker
JOB LEVEL	Technical, Salary Grade (SG) 15 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Cotabato Office
COORDINATES WITH	
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 1 years of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
JOB OBJECTIVE	Provide timely social work services to and program referrals for the decommissioned combatants in the Bangsamoro and Regions IX, X, XII, XII
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Support to Case Management</li> <li>2. Support to Program Implementation</li> <li>3. Interagency Coordination and Collaboration</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provide technical inputs in the enhancement of profiling processes and tools of TFDCC</li> <li>2. Assist the Case Managers in the profiling, assessment of needs of, and monitoring of case profiles of decommissioned MILF combatants;</li> <li>3. Coordinate with 245 Local Government Units in the conduct of community-based re-engagement processes and program implementation;</li> <li>4. Assist in data encoding station of TFDCC during the decommissioning process;</li> <li>5. Prepare reports on program referrals made for the decommissioned combatants</li> <li>6. Perform other tasks as may be assigned by the Head of Unit.</li> </ol>