



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Inter-Cabinet Mechanism on Normalization (ICCMN) Secretariat
JOB TITLE / POSITION	Project Development Officer V
JOB DESIGNATION (if applicable)	Senior Technical Officer, ICCMN Secretariat
JOB LEVEL	Technical Salary Grade (SG) 24 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MILF Peace Process Office
REPORTS DIRECTLY TO	Director for MILF Peace Process Office and JNC Secretariat
SUPERVISES	All ICCMN Secretariat Personnel
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. 3 years of relevant experience 3. 16 hours of relevant training 4. Required Competency <ul style="list-style-type: none"> - Leadership (Level 2) - Core (Level 2) - Technical/ Functional (Level 2)
JOB OBJECTIVE	To oversee the day-to-day technical and administrative operations of the ICCMN Secretariat.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Oversee the day-to-day operations of the ICCMN Secretariat, including the provision of technical and administrative support to the ICCMN and its Co-Chairs; 2. Oversees the coordination and/or implementation of all directives from the ICCMN and its Co-Chairs; 3. Monitors the progress of all ICCMN Subclusters relative to its tasks and functions; 4. Review all technical and administrative documents relative the ICCMN; <p>Undertake other tasks as required by the PM II and Director IV.</p>