



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	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)
JOB TITLE / POSITION	Program Development Officer III
DESIGNATION (If applicable)	
JOB LEVEL	2 – Technical, Salary Grade 18 (P42,159.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Area Management Unit-Central Luzon
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant Bachelor’s Degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	To provide technical support to AMU-Central Luzon in the implementation of the Localized Peace Engagement (LPE) Mainstreaming and Transformation Program for Former Rebels (FRs), their Families, and Communities including its support programs, the SHAPE, PAMANA-NPMO, and ICPO
KEY RESULT AREAS	Complete a range of required technical tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence, and memorandum including filing of these documents
DUTIES AND RESPONSIBILITIES	<p>Directly reports to the Director on matters pertaining to his/her specific assignments:</p> <ol style="list-style-type: none"> 1. Coordinates with LPEO, SHAPEO, NPMO, and FAS regarding AMU-Central Luzon preparation of the program’s activities and projects for implementation; 2. Prepares CSW with regards to OSEC, OASEC, and Programs’ requests; 3. Provide support and assist the Head of the Area Management Unit for Central Luzon in the coordination work with the concerned government agencies, non-government organizations, civil society organizations, peoples’ organizations, academe, other peace partners, and stakeholders which pertains to LPEO, SHAPEO, and NPMO projects and activities; 4. Prepares after-activity reports, accomplishment reports, and update reports pertaining to LPEO, SHAPEO, and PAMANA-NPMO programs; and 5. Performs other tasks as may be delegated by the Director.