



**TERMS OF REFERENCE**  
**RPA-CPLA Peace Process Office (RCPPO)**

<b>JOB TITLE/POSITION</b>	<b>PEACE PROGRAM OFFICER III</b>
<b>DESIGNATION</b>	Planning Officer
<b>JOB LEVEL</b>	2 - Technical, Salary Grade 18 (Php 49,015.00), Contractual
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Baguio Field Office
<b>UNIT ASSIGNMENT</b>	CBA-CPLA Division, RPA – CPLA Peace Process Office (RCPPO)
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: Bachelor’s Degree Work Experience: Two (2) years of relevant working experience Training: Eight (8) hours of relevant training
<b>JOB OBJECTIVES</b>	To provide technical assistance and support efficiently and effectively in the following: 1. Implementation of the Confidence-building Component (DAYAW) 2. Implementation of the Transformation Program for CAR 3. CBA-CPLA Division Budget Monitoring
<b>KEY RESULTS AREAS</b>	Support to the implementation of 5-Year Normalization Program for the GPH-CBA-CPLA Peace Process
<b>JOB RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Supports planning, organizing and formulation of programs, projects (PCME, JPBAC, and Budget monitoring) and activities relative to Healing and Reconciliation, and Confidence-building components of the of the 5YNP with partner agencies as discussed or agreed upon by the JEMC from implementation, completion/turn over, and sustainability of projects;</li> <li>2. Designs and provide technical support in the conduct of capability building activities relative to the implementation of the Transformation Program;</li> <li>3. Collaborates with CPP-NPA-NDF Peace Process Office (CPPO), Social Healing and Peacebuilding Office (SHAPEO), Resource Management Service (RMS) and other relevant offices for updates, timelines and processes relative to Transformation Program, Women/ Youth, Peace and Security and CBA-CPLA Division Budget concerns;</li> <li>4. Prepares Complete Staff Work (CSW) for non-government funded projects, and corresponding technical report and monitoring report for the implementation of the projects;</li> </ol>