



TERMS OF REFERENCE

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| OFFICE | CPP-NPA-NDF Peace Process Office (CPPO) |
| JOB TITLE / POSITION | Peace Program Officer IV |
| DESIGNATION (if applicable) | Senior Technical Officer |
| JOB LEVEL | 2 – Technical, Salary Grade 22 (Php 74,836.00) Contractual |
| PLACE OF ASSIGNMENT | OPAPRU Central Office |
| MINIMUM QUALIFICATION | Education: Relevant Bachelor’s degree Experience: 3 years of relevant experience Training: 16 hours of relevant training |
| KEY RESULT AREAS | <ol style="list-style-type: none"> 1. Provide technical and secretariat support. 2. Coordination and monitoring of Local Task Forces/Area Management Work. 3. Preparation of planning, programming, monitoring and evaluation compliances. 4. Prepare policy documents needed for the implementation of Localized Peace Engagement and its Transformation Program. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Assists the Division Chief in efficiently implementing the programs, activities and projects of the CPPO. 2. Coordinates and monitors OPAPRU support to the Regional Task Forces (RTFs), through the AMUs and Consultants assigned to specific RTFs. 3. Prepares technical reports, reportorial requirements and correspondence. 4. Lead the mid-year and year-end assessment of the program 3. 5. Act as JPBAC and PCME Focal Person. 6. Assists in conference-management. 7. Handles the finance documentary requirements of the office and assist in updating program dashboard. 8. Serves as Focal Person for QMS compliance and IT compliances. 9. Assists the Division Chief in supervising junior staff such as PDO III and PDO II. 10. Performs other tasks that may be assigned from time to time by the Director. |