



**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	<b>Resource Management Service (RMS)</b>
JOB TITLE / POSITION	<b>Peace Program Officer III</b>
JOB DESIGNATION (if applicable)	Compliance Officer
JOB LEVEL	Technical, Salary Grade (SG) 18 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
DESIRED QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Intermediate planning and project management skills</li> <li>2. Intermediate strategic and critical thinking competencies</li> <li>3. Excellent liasion, coordination and monitoring</li> <li>4. Technical writing skills</li> <li>5. Knowledgeable in government planning budgeting cycle and process</li> <li>6. Can work with minimum supervision</li> <li>7. Detail-oriented</li> </ol>
JOB OBJECTIVE	To provide efficient support for delivering planning, budgeting, compliance and performance management requirements of the unit and the OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Planning and compliance</li> <li>2. Liaison and coordination</li> <li>3. Data and knowledge management</li> <li>4. Budget preparation and processes</li> <li>5. Technical support</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides technical and administrative support in the major functions of RMS: <ol style="list-style-type: none"> <li>a. Facilitation of PGS interventions, activities and support to the Office for Strategy Management (OSM);</li> <li>b. Conduct of planning and programming activities;</li> <li>c. Budget preparation and processes for the OPAPRU Budget Proposal for applicable fiscal year;</li> <li>d. In facilitating compliance and other reportorial requirements in support to the PPO IV</li> </ol> </li> <li>2. Conduct research, report writing, document and material preparation; Documentation of meetings and activities facilitated by the unit</li> <li>3. Coordinate and consolidate units’ submission to compliance and reportorial requirements to produce quality OPAPRU reports and documents;</li> </ol>

	<ol style="list-style-type: none"><li>4. Liaise and coordinate with internal and external clients/partners/stakeholders to facilitating compliance requirements;</li><li>5. Maintain and update database of compliance reports and activities, including encoding, monitoring and generation of reports as needed;</li><li>6. Provide technical assistance in the conceptualization and conduct of planning and assessment sessions/activities, including documentation/facilitation of processes and outputs;</li><li>7. Perform other functions as assigned by the Unit Director and Deputy Head/s.</li></ol>
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