



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) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT MANAGER II
DESIGNATION (if applicable)	HEAD OF UNIT
JOB LEVEL	Salary Grade 26 (PhP 109,593.00)
PLACE OF ASSIGNMENT	Pasig City, Metro Manila
UNIT ASSIGNMENT	Socioeconomic Development Unit - Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Presidential Assistant for Bangsamoro Transformation Chairperson, GPH TFDCC
SUPERVISES	Socioeconomic Development Unit - TFDCC
COORDINATES WITH	<ol style="list-style-type: none"> (1) Agency-Representatives of the Government of the Philippines to the TFDCC; (2) Representatives of the Moro Islamic Liberation Front to the TFDCC; (3) National Government Agencies/Implementing Partners of TFDCC; (4) Donor communities, Civil Society Organizations and other project stakeholders.
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Master's Degree on humanities or any of the disciplines of the social sciences ▪ At least, three (3) years of relevant experience on unit planning and programming
JOB OBJECTIVE	Heads an operations unit. He/she is responsible for the attainment of the unit's mandate vis-à-vis that of OPAPRU's. This includes all aspects of management and supervision in terms of producing deliverables based on set targets.
KEY RESULT AREAS	Program Management
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Submits progress reports and updates to the PABT and PAPRU, through proper channels, on the implementation of all programs and projects; (2) Formulates policies and strategies; (3) Prepares plans and programs in pursuit of the peace agenda; and, (4) Ensures effective and efficient staff performance.