



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

OFFICE	MNLF Peace Process Office
JOB TITLE / POSITION	Peace Program Officer V
DESIGNATION (if applicable)	Division Head of the Transformation Division
JOB LEVEL	2 – Supervisory/Technical, Salary Grade (SG) 24 - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> 1. Master's degree or C-Pro Certificate on peace and conflict studies, community development or other related programs/courses 2. 4 years of supervisory/mgt. experience 3. 40 hours of supervisory/mgt. training intervention 4. Has knowledge and understanding of the peace and security context of Mindanao especially that of the Bangsamoro Autonomous Region. 5. Have extensive experience managing peacebuilding projects in Mindanao especially in the Bangsamoro Autonomous Region. 6. Can speak any of the local languages in the BARMM or nearby regions.
JOB OBJECTIVE	To efficiently and effectively oversee and facilitate the accomplishment of the deliverables of the Transformation Division
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Policy Formulation 2. Program Development 3. Technical Support and Coordination
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists the Director in the over-all supervision of the division in terms of technical and administrative matters; 2. Develops and formulates policies, program, strategies, and projects of the division in line with the mandate of the program; 3. Reviews all reports/documents prepared by PPO IV and other technical and administrative staff under the division; 4. Supervises the performance of duties and responsibilities of the staff under the division; 5. Has knowledge and understanding of the peace and security context of Mindanao especially that of the Bangsamoro Autonomous Region. 6. Have extensive experience managing peacebuilding projects in Mindanao especially in the Bangsamoro Autonomous Region. 7. Has master's degree on peace and conflict studies, community development or other related programs/courses. 8. Oversee the division's strategic plans and programs and ensure their alignment to the over-all goals and objectives of the program; 9. Submits regular updates to the Director on the individual staff work assignments in the division; 10. Assists the Director in accomplishing department's deliverables and annual plans; and <p>Performs other task or functions as may be directed.</p>

