



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Inter-Cabinet Mechanism on Normalization (ICCMN) Secretariat
JOB TITLE / POSITION	Project Development Officer IV
JOB DESIGNATION (if applicable)	Technical Officer, ICCMN Secretariat
JOB LEVEL	Technical Salary Grade (SG) 22 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MILF Peace Process Office
REPORTS DIRECTLY TO	Project Manager II and Project Development Officer V
COORDINATES WITH	All implementing units under Program 1, Normalization mechanisms, and ICCMN Member-Agencies
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor's degree 2. 3 years of relevant experience 3. 16 hours of relevant training 4. Required Competency <ul style="list-style-type: none"> - Leadership (Level 2) - Core (Level 2) - Technical/ Functional (Level 2)
JOB OBJECTIVE	To provide technical support on coordination, integration, and harmonization of all activities of the ICCMN.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Collect and analyze data, prepares and updates project briefs, records and other documents on the ICCMN; 2. Prepares technical requirements for the conduct of ICCMN meetings, including preparation of complete staff work, minutes, reports, etc.; 3. Coordinate with pertinent OPAPRU Offices/Units, Normalization Mechanisms, and ICCMN agencies to ensure the directives of the ICCMN are relayed and acted upon; 4. Assist in monitoring the progress of all ICCMN Subclusters relative to its tasks and functions; 5. Provide technical support on coordination, integration, harmonization of all activities of the ICCMN; 6. Provide inputs on analysis, research, policies, guidelines, and documentary requirements relative to the ICCMN; and 7. Undertake other tasks as required by the PM II and Director IV.