



TERMS OF REFERENCE

OFFICE	CPP-NPA-NDF Peace Process Office (CPPO)
JOB TITLE / POSITION	PEACE PROGRAM OFFICER III
DESIGNATION (if applicable)	Technical Support Officer
JOB LEVEL	Technical, Salary Grade 18 (Php 49,015.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	Peace Program Officer V, Director of CPPO
SUPERVISES	Administrative Officers
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
MINIMUM QUALIFICATION	Education: Bachelor's degree Work Experience: 2 years of relevant experience Training: 8 hours of relevant training
JOB OBJECTIVE	Provide technical support for the CPPO in managing all activities under LPE and TP Division
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Research and data analysis 2. Technical and secretariat support 3. Coordination and monitoring
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Responsible in drafting and sending out all GPH Undertakes policy and research work relative to EO 70/LPE and its TP, C/N/N and other matters; 2. Focal person for coordination and monitoring of peacebuilding work of the office; 3. Monitors news reports on EO 70/LPE and CNN work, including preparation of daily news summaries, others; 4. Assist in the implementation of all LPE efforts of OPAPRU; 5. Assists in conference management; 6. Serves as focal person for PAMANA related programs; 7. Serves as the PCME focal of the office 8. Serves as Focal person for Gender and Development (GAD); and 9. Performs other tasks that will be assigned from time to time by the Director.