



## TERMS OF REFERENCE

OFFICE	<b>Combined Secretariat of the GPH Coordinating Committee on the Cessation of Hostilities (GPH CCCH) and GPH Ad Hoc Joint Action Group (AHJAG)</b>
JOB TITLE / POSITION	<b>Peace Program Officer IV</b>
DESIGNATION (if applicable)	<b>Chief Operations Officer, CCCH-AHJAG Combined Secretariat, and Assistant Head Secretariat, CCCH</b>
JOB LEVEL	2 –Technical, Salary Grade 22 (P71,511.00) - Contractual
PLACE OF ASSIGNMENT	Cotabato City
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 3 years of relevant working experiences in the field</li> <li>3. 16 hours of relevant training intervention</li> </ol>
ADDITIONAL QUALIFICATIONS BY THE OFFICE	<ul style="list-style-type: none"> <li>• Vast knowledge of the Ceasefire Mechanism</li> <li>• Ability to act with discretion and maintain confidentiality.</li> <li>• Committed to provide high quality service; fast learner with excellent decision-making/problem solving abilities</li> <li>• Willingness to learn and can work under pressure</li> <li>• Excellent in communications and written skills</li> <li>• Team player with flexible time management and multi-tasking abilities</li> <li>• Willingness to travel anywhere in the Conflict Affected Areas in Mindanao (CAAM)</li> </ul>
JOB OBJECTIVE	<ul style="list-style-type: none"> <li>• Exercise over-all supervision of the Combined Secretariat.</li> <li>• Supervises the over-all operational activities of the GPH CCCH and AHJAG (combined secretariat) and fulfill the technical and operational requirements of the CCCH and AHJAG as provided for in its Terms of Reference, and protocols agreed upon by the Parties.</li> <li>• Focal Person of Combined Secretariat with OPAPP and the Norm Bodies.</li> </ul>
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Technical and Operational Support to the Ceasefire Mechanisms.</li> <li>2. Administrative Support to CCCH and AHJAG.</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Oversees the operational works of the Combined Secretariat and the Security Unit – OPAPP and CCCH;</li> <li>2. Checks on all communications for the approval of the Chairman, GPH CCCH and Head, Combined Secretariat/Security Unit;</li> <li>3. Maintains communications with the operations officers of all Military and PNP units;</li> <li>4. Communicates with Chief of Staff, IMT or Operations Officer, IMT;</li> <li>5. Prepares investigation reports, special reports and other necessary reports;</li> <li>6. Provides Technical Assistance to Team Desk Leaders/Focal;</li> <li>7. Analyze data and regularly update briefer, records and other related documents;</li> <li>8. Attends meetings relative to the CCCH, AHJAG, IMT and Security Unit;</li> </ol>

	<p>9. Conducts briefing relative to ceasefire mechanisms;</p> <p>10. Attendance in any conference, meeting, workshop and training if the Chairs of GPH CCCH and GPH AHJAG and Head Secretariat is not available; and</p> <p>11. Perform other tasks as directed by the Chairman, GPH CCCH, Chairman, GPH AHJAG, Co-Chair, GPH JPSC and Head, Combined Secretariat/Security Unit; GPIIP Chair and its Secretariat; and Head, FOSU.</p>
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