



## 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	Social Healing and Peacebuilding Office (SHAPEO)
JOB TITLE / POSITION	<b>Project Development Officer V</b>
JOB DESIGNATION (if applicable)	Deputy Head for Social Healing and Peacebuilding (SHAPE) Program in Lanao Del Sur
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 24 – Contract of Service
PLACE OF ASSIGNMENT	Lanao Del Sur
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree, Master's Degree is an advantage</li> <li>2. Two years of supervisory experience</li> <li>3. Thirty (30) hours of supervisory/management training intervention</li> </ol>
SUPERVISES	All operations of the Social Healing and Peacebuilding Program
REPORTS DIRECTLY TO	Project Manager I for the Social Healing and Peacebuilding n Team in Lanao Del Sur
JOB OBJECTIVE	Assists the Program Manager in the over-all strategic direction of the program in terms of planning, programming and budgeting of the Social Healing and Peacebuilding Program in Lanao Del Sur and in terms of coordination with government agencies and other stakeholders.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Assists in the day-to-day operations of the Social Healing and Peacebuilding Program, including the provision of technical and administrative support;</li> <li>2. Assists the coordination and/or implementation of all directives from the Social Healing and Peacebuilding Program;</li> <li>3. Monitors the progress of all Social Healing and Peacebuilding Program in Lanao Del Sur relative to its tasks and functions;</li> <li>4. Reviews all technical and administrative documents relative to the Social Healing and Peacebuilding Program in Lanao Del Sur;</li> <li>5. Represents the director/deputy director, in their absence, during OPAPRU inter-unit or inter-agency meetings in relation to Social Healing and Peacebuilding, and/or any pertinent SHAPE agenda; and</li> <li>6. Undertake other tasks as required by the Executive Director and Program Manager.</li> </ol>