



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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## TERMS OF REFERENCE

OFFICE	<b>MNLF Peace Process Office</b>
JOB TITLE / POSITION	<b>Peace Program Officer V</b>
DESIGNATION (if applicable)	Division Chief of the Transformation Division
JOB LEVEL	2 – Supervisory/Technical, Salary Grade 24 (P90,078.00) - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Master's degree or C-Pro Certificate on peace and conflict studies, community development or other related programs/courses</li> <li>2. 4 years of supervisory/mgt. experience</li> <li>3. 40 hours of supervisory/mgt. training intervention</li> <li>4. Has knowledge and understanding of the peace and security context of Mindanao especially that of the Bangsamoro Autonomous Region.</li> </ol>
ADDITIONAL QUALIFICATIONS BY THE OFFICE	Preferably with at least 5 years' experience of managing peacebuilding programs and have worked in conflict-affected communications or have been exposed to programs and organizations working in the Bangsamoro Autonomous Region in Muslim Mindanao and other parts of Southern Philippines.
JOB OBJECTIVE	To manage and supervise the effective and efficient implementation of the various components of the MNLF Transformation Program.
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Policy Formulation</li> <li>2. Program Development</li> <li>3. Technical Support and Coordination</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Assists the Director in the over-all supervision of the division on the aspect of financial and administrative concerns, planning and compliances as well as MEAL-related aspects of the programs of the Office;</li> <li>2. Develops and formulates policies, program, strategies, and projects of the division in line with the mandate of the program;</li> <li>3. Reviews all reports/documents prepared by PPO IV and other technical and administrative staff under the division;</li> <li>4. Supervises the performance of duties and responsibilities of the staff under the division;</li> <li>5. Oversee the division's strategic plans and programs and ensure their alignment to the over-all goals and objectives of the program;</li> <li>6. Submits regular updates to the Director on the individual staff work assignments in the division;</li> <li>7. Assists the Director in accomplishing department's deliverables and annual plans; and</li> <li>8. Performs other task or functions as may be directed.</li> </ol>