



**Office of the President of the Philippines**

**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Knowledge Management and Peace Institute Service</b>
<b>JOB TITLE / POSITION</b>	<b>Program Development Officer III</b>
<b>JOB DESIGNATION (if applicable)</b>	Knowledge Management Officer, and Research and Documentation Officer
<b>JOB LEVEL</b>	Technical, Salary Grade (SG) 18
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
<b>JOB OBJECTIVE</b>	<p>To efficiently facilitate/provide technical support:</p> <ol style="list-style-type: none"> <li>1. In the development and operationalization of an efficient Knowledge Management System for OPAPRU, including but not limited to: (a) research, (b) documentation, and (c) development of knowledge products and services</li> <li>2. In the efficient management and administration of resource materials relevant to the comprehensive peace process</li> </ol>
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Research and Documentation</li> <li>2. Resource and Knowledge Management</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Act as the Knowledge Management Officer, and Research and Documentation Officer</li> <li>2. Reports to the Immediate Supervisor and to the Director of KMPIS</li> <li>3. Provide technical support to the following: <ol style="list-style-type: none"> <li>a. Documentation of KMPIS activities (e.g., processes, academic and research-related events/programs/projects, planning, etc.);</li> <li>b. Analysis and review of knowledge materials and other related documents;</li> <li>c. Development of Monthly and Quarterly Reports and other documents to determine lessons learned, best practices, and gaps as inputs to decision-making and policy development in the organization following the research process flow: input, process, output;</li> <li>d. Development and operationalization of the OPAPRU Knowledge Management System (KMS)</li> <li>e. Development of Research and Documentation Design for research requested by OPAPRU Offices/Services/Units;</li> <li>f. Conduct of research as may be requested by OPAPRU Offices/Services/Units; and/or arrange for research to be conducted by other institutions and individuals; or</li> </ol> </li> </ol>

	<p>conducts joint studies in partnership with local and international research institutes regarding issues and themes that are relevant to the peace process;</p> <ul style="list-style-type: none"><li>g. Development and publication of knowledge products and services that are relevant to the comprehensive peace process;</li><li>h. Development and conceptualization of IECs; and,</li><li>i. Establishment of partnerships with Research Institutes and other policymakers.</li></ul> <ul style="list-style-type: none"><li>4. Drafts and designs standard templates for documentation, presentation, etc.;</li><li>5. Drafting of proposals, concept notes, and other documents;</li><li>6. Prepares CSW on routine letters, endorsements, other communications and required activities;</li><li>7. Performs other tasks as may be assigned by the Director of the KMPIS.</li></ul>
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