



## Office of the President of the Philippines

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

7<sup>th</sup> Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216



#### TERMS OF REFERENCE

JOB TITLE / POSITION	<b>Peace Program Officer I</b>
DESIGNATION (if applicable)	Support Staff
JOB LEVEL	Technical, Salary Grade (SG) 11 – Php 30,024.00, Contractual
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Combined Secretariat of the GPH CCCH and GPH AHJAG Office
REPORTS DIRECTLY TO	Chairman, GPH CCCH; Head, Combined Secretariat and Chief Operations Officer of the Combined Secretariat
SUPERVISES	NA
COORDINATES WITH	CCCH, AHJAG, BIAF – MILF Commanders and Members; IMT, OPAPP and Other Norm Bodies.
MINIMUM QUALIFICATIONS	<p>Preferred qualifications:</p> <ul style="list-style-type: none"><li>• Bachelor's degree</li><li>• With a strong background in community engagement</li><li>• Proficient in technical writing</li><li>• Proficiency in either Maguindanaon, Maranao or Tausug and other local languages</li><li>• Two (2) years of professional experience in the field, demonstrating a strong foundation of expertise.</li><li>• Discreet and trustworthy, with the ability to maintain confidentiality at all times.</li><li>• Dedicated to delivering high-quality service.</li><li>• Resilient under pressure, with a demonstrated ability to thrive in challenging environments.</li><li>• Open to travel, including to Conflict-Affected Areas in Mindanao (CAAM), as required.</li><li>• Proficient in Microsoft Office (MS Excel, MS Word, etc.), with advanced skills in data management and documentation.</li></ul>



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JOB OBJECTIVE	To provide daily technical and administrative support to the Combined Secretariat and assist the normalization activities.
KEY RESULT AREAS	Technical and Administrative support
KEY ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"><li>• Desk Team Member of Lanao Desk and monitors the ceasefire situation in Lanao Areas, Bukidnon and CDO.</li><li>• Provide Technical and Admin Support Staff of the GPH CCCH and AHJAG.</li><li>• Facilitates database of MILF Wanted Personalities</li><li>• Documenter</li><li>• Capable of providing briefing presentation</li><li>• Drafter of the Situation Reports of the Combined Secretariat</li><li>• Assist the operations and admin chiefs on special cases; and</li><li>• Perform other tasks as directed by the Chairman, GPH CCCH and AHJAG; Head of the Combined Secretariat and/or the chiefs for operations and admin.</li></ul>