



TERMS OF REFERENCE

OFFICE	MILF PEACE PROCESS OFFICE
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Technical Officer, Inter-Cabinet Cluster Mechanism on Normalization (ICCMN) Secretariat
JOB LEVEL	SG 18 (PhP42,159.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Director IV and Program Manager II of the MILF Peace Process Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant bachelor's degree 2. Two (2) years of relevant experience 3. Eight (8) hours of relevant training 4. Required Competency: Core (Level 2) Technical/Functional (Level 2) 5. Preferably with knowledge on Bangsamoro Peace Process
JOB OBJECTIVE	To provide technical support on coordination, integration, and harmonization of all the activities of ICCMN.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide support in the collection and analysis of data, preparation and updating of project briefs, records and other documents on the ICCMN; 2. Provide technical support on coordination, integration, harmonization of all activities of the ICCMN; 3. Coordinate with OPAPRU departments, Normalization Mechanism, and ICCMN agencies relative to the directives arising from ICCMN meetings; 4. Provide inputs on analysis, research, policies, guidelines, and documentary requirements relative to the ICCMN; and 5. Undertake other tasks as required by the Director IV and Program Manager II.