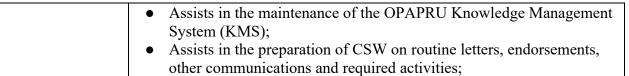


Office of the President of the Philippines Office of the Presidential Adviser on Peace, Reconciliation and Unity 7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center. 1605 Pasig City Tel (+632) 636-0701 Pax No: (+632) 638-2216



TERMS OF REFERENCE

OFFICE	Policy Development, Strategy and Knowledge Management Service (PDSKMS)			
JOB TITLE / POSITION	Peace Program Officer II			
JOB DESIGNATION (if applicable)	Assistant Knowledge and Research Management Officer			
JOB LEVEL	Technical, Salary Grade 15 (P36,619.00) – Contractual			
PLACE OF ASSIGNMENT	OPAPRU Central Office			
JOB OBJECTIVE	To efficiently and effectively design and craft knowledge products by skillfully communicating the peace process through visually captivating and aesthetically pleasing designs, and provide technical support in the knowledge and research management initiatives of the Agency			
KEY RESULT AREAS	 Resource and Knowledge Management Research and Documentation Capacity-Building Graphic Design and Layout 			
DUTIES AND RESPONSIBILITIES	 Act as the Assistant Knowledge and Research Management Officer Reports to the Immediate Supervisor and to the Director of KMPIS Assists the Knowledge and Research Management Officer in the conduct of the following: i. Documentation of KMPID activities (e.g., processes, academic and research-related events/programs/projects, planning, etc.); ii. Content generation, analysis, and review of identified of knowledge materials, knowledge products, and other publication and documents; iii. Conduct of priority research and documentation initiatives of OPAPRU Offices/Services/Units as identified; and/or for research to be conducted by other institutions and individuals. iv. Generation of Research and Documentation Designs as requested by OPAPRU Offices/Services/ Units; v. Development of knowledge products and services that are relevant to the comprehensive peace process; vi. Collaboration with internal stakeholders for information needs across the organization; vii. Conceptualization and Development of IEC materials; and viii. Establishment of partnerships with Research Institutes and other policymakers. Design and layout of Knowledge Products and IEC materials; Be up to date with the latest trends, techniques, and advancements in the field of graphic design; Drafts proposals, concept notes, and other documents; 			



- Assists in the conduct of meetings, trainings, and other KMS activities; and
- Performs other tasks and functions as may be assigned by the Supervisor.