



### TERMS OF REFERENCE

OFFICE	<b>Combined Secretariat (GPH CCCH and GPH AHJAG)</b>
JOB TITLE / POSITION	<b>PEACE PROGRAM OFFICER III</b>
DESIGNATION (if applicable)	Staff-in-Charge, SouthCenMin Desk, CCCH-AHJAG Operations Officer, Combined Secretariat;
JOB LEVEL	Technical, Salary Grade 18 (Php 51,304.00) Contractual
PLACE OF ASSIGNMENT	Cotabato City
REPORTS DIRECTLY TO	Chairman, GPH AHJAG and GPH CCCH; Head Combined Secretariat, Chief Operations Officer
SUPERVISES	South Cotabato, Sultan Kudarat, Sarangani and Davao Provinces; JCMP and LMT members within the AOR of SoCenMin.
COORDINATES WITH	CCCH, AHJAG, BIAF – MILF Commanders and Members; AFP; PNP, UN Agencies, IMT, OPAPRU and Other Norm Bodies, LGUs, NGAs, NGOs.
MINIMUM QUALIFICATION	<b>Education:</b> Relevant Bachelor's degree <b>Work Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training
COMPETENCY-BASED QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Five (5) years of relevant working experience in the field</li> <li>• Willingness to travel anywhere in the Conflict Affected Areas in Mindanao (CAAM)</li> <li>• Ability to act with discretion and maintain confidentiality.</li> <li>• Willingness to learn and can work under pressure</li> <li>• Committed to provide high quality service; quick learner with superb decision-making/problem solving abilities</li> <li>• Twenty (20) hours of relevant training</li> </ul>
JOB OBJECTIVE	Facilitates the technical and other admin requirements of the CCCH and AHJAG.
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Technical and Operational Support to the Ceasefire Mechanisms.</li> <li>2. Assist other administrative support to CCCH and AHJAG in special cases.</li> </ol>
KEY ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Team Leader of the SoCen Min Desk, monitors the ceasefire situation in the provinces of Sarangani, South Cotabato, Sultan Kudarat, General Santos City; and second district of Maguindanao del Sur;</li> </ul>

	<ul style="list-style-type: none"> <li>• Focal for Dispute Resolution, SALW and DPAGs concerns</li> <li>• Coordinates the movement and/or activities of JICA, INGOs, NGOs and Foreign Embassies to the concerned AFP, PNP, MILF CCCH and LGUs;</li> <li>• Proficient in technical writing, public speaking and written skills</li> <li>• With excellent critical analysis to provide an assessment on the security trends and landscapes.</li> <li>• Overall documenter of meetings/activities to draft AAR/minutes.</li> <li>• Focal Person of GAD and Rido and its database.</li> <li>• Assist the operations and admin chiefs on special cases;</li> <li>• Conducts information briefing of CCCH in behalf of CCCH Chairman and Action Officer</li> <li>• Perform other tasks as directed by the Chairman, GPH CCCH; Head of the Combined Secretariat and/or the chiefs for operations and admin.</li> </ul>
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