



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

OFFICE	<b>Social Healing and Peacebuilding Office</b>
JOB TITLE / POSITION	<b>Project Development Officer IV</b>
JOB DESIGNATION (if applicable)	Program Manager for Preventing and Transforming Violent Extremism (P/TVE) Section
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 22
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To efficiently and effectively assist in the management and oversight of the P/TVE Section
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Management of the P/TVE Section</li> <li>2. Technical and administrative support</li> <li>3. Facilitation of programs, activities and projects on P/TVE, CSPP and Peace Education</li> <li>4. Facilitation of trainings on CSPP</li> <li>5. Coordination with units and other agencies</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Represents the director/deputy director, in their absence, during OPAPRU inter-unit or inter-agency meetings in relation to P/TVE, CSPP and Peace Education, and/or any pertinent SHAPEO agenda;</li> <li>2. Drafts OPAPRU's feedback, comments, and/or inputs to memorandum/documents relative to P/TVE, CSPP and Peace Education, and/or any pertinent SHAPEO agenda;</li> <li>3. Leads in the coordination, planning, co/-organizing, and implementation of the conduct of CSPP, Peace Education and P/TVE trainings for OPAPRU and other agencies and stakeholders;</li> <li>4. Assists in the implementation and mainstreaming of P/TVE programs, projects, and activities of peace tables and other departments/divisions of OPAPRU;</li> <li>5. Coordination with units and other agencies on the conduct of trainings, meetings, and activities</li> <li>6. Provides technical and administrative assistance in the conduct of activities, meetings, and trainings of the section, division and/or office as necessary</li> <li>7. Performs tasks as may be directed.</li> </ol>