



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	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU) Mindanao
JOB TITLE / POSITION	Peace Program Officer IV
DESIGNATION (If applicable)	Senior Technical Officer
JOB LEVEL	Technical Salary Grace (SG) 22 Php 78,162
PLACE OF ASSIGNMENT	Area Management Unit – Western Mindanao
REPORTS DIRECTLY TO	Director IV of the LCT-FISU Mindanao Director
JOB OBJECTIVE	To effectively carry out technical support to the LCF-FISU Mindanao under the Area Management Unit – Western Mindanao in the implementation of the projects, activities, and programs of the CPP-NPA-NDF Peace Process Office (CPPO).
KEY RESULT AREAS	Complete a range of required technical tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence and memorandum including filing of these documents.
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Experience: 3 years of relevant experience Training: 16 Hours Training (preferably Supervisory Training) Eligibility: None (preferably Level 2 Eligibility)
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinates with the LCT-FISU Mindanao Office through the Deputy Head of Plans and Programs, and Deputy Head of Operations, CPPO, SHAPEO, NPMO, and IM in terms of the preparation and implementation of program, activities and projects in AMU-Western Mindanao; 2. Prepares Complete Staff Work in response to requests from OPAPRU executives and members of the Management Committee; 3. Provides support and assists LCT-FISU Mindanao in coordinating with concerned government agencies, non-government organizations, civil society organizations, people's organizations, the academe, and other peace partners and stakeholders concerning CPPO, SHAPEO, and NPMO projects and activities; 4. Prepares after-activity reports, accomplishment reports, updates, and other on demand reportorial

	<p>requirements related to CPPO, SHAPEO, and PAMANA NPMO programs;</p> <ol style="list-style-type: none"> 5. Assists with the preparation and compliance of financial documents required such as but not limited to Work and Financial Plans, Project Procurement Management Plan, etc; 6. Acts as the Special Disbursing Officer of the AMU-WM or LCT-FISU Mindanao. 7. Supervises technical and admin Personnel in the implementation of programs, projects, and activities including the processing of liquidations, budget requests, and other admin processes; 8. Prepares and updates project briefs, records, and other documents on program implementation of the LCT-FISU Mindanao/CPPO. 9. Performs other tasks as delegated by the Director IV of the LCT-FISU Mindanao.
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