



TERMS OF REFERENCE

JOB TITLE / POSITION	Peace Program Officer IV
JOB LEVEL	SG 22 (Contractual) PHP 78,162.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Office of the Presidential Assistant for Local Conflict Transformation (OPA LCT)
REPORTS DIRECTLY TO	Presidential Assistant for Local Conflict Transformation / Executive Head, GPH Panel Secretariat
COORDINATES WITH	National Government Agencies, International Peace Partners, OPAPRU Offices
COMPETENCY-BASED QUALIFICATIONS	<p>Education: Bachelor's Degree preferably in Social Sciences or Development Studies; or Certificate in Peace and Conflict Resolution Education</p> <p>Work Experience: Three (3) years of relevant experience with demonstrated ability in technical writing, effective speaking, and problem-solving</p> <p>Training: Eighth (8) hours of relevant training preferably in supervisory functions, program/project management, capacity building</p> <p>Eligibility: Preferred Career Service (Professional) Second Level Eligibility</p> <p>Preferred Competencies: Exemplifying Integrity, Service Excellence, Problem-Solving and Decision-Making, Personal Effectiveness, Speaking and Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information, Ability to Perform Duties Objectively (devoid of inherent biases or personal beliefs)</p>
JOB OBJECTIVE	To provide technical support on coordination, integration, and mobilization of all the stakeholders in the fulfillment of a negotiated political settlement between the GPH and CPP-NPA-NDF.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist the Head of the GPH Panel Secretariat in the provision of technical and administrative support for the GPH Panel and the GPH Panel Secretariat; 2. Organize, lead, and ensure the efficient and timely provision of technical, logistical, and administrative support for the activities of the GPH Panel and other participants; 3. Draft report on the results of meetings or activities and submission of output to higher offices; 4. Facilitate the coordination with OPAPRU units and other agencies on the conduct of trainings/meetings/activities, submission and review of agency specific action plans and other relevant documents; 5. Perform other tasks as may be directed by the Presidential Assistant, and/or the Head of the GPH Panel Secretariat.