



### TERMS OF REFERENCE

OFFICE	<b>NORMALIZATION CORE UNIT – INDEPENDENT DECOMMISSIONING BODY (IDB)</b>
JOB TITLE / POSITION	<b>PEACE PROGRAM OFFICER I</b>
DESIGNATION (if applicable)	Operations Assistant
JOB LEVEL	Technical, Salary Grade 11 (Php 30,024.00) Contractual
PLACE OF ASSIGNMENT	Cotabato City
REPORTS DIRECTLY TO	Operations Head
COORDINATES WITH	Sections within IDB, other Normalization Mechanisms and Stakeholders
MINIMUM QUALIFICATION	<b>Education:</b> Bachelor's degree <b>Work Experience:</b> None <b>Training:</b> None
COMPETENCY-BASED QUALIFICATIONS	<ul style="list-style-type: none"><li>• Prior experience in operational planning and project management in Government and NGO or INGO setting;</li><li>• Experience in professional writing;</li><li>• Excellent English writing skills;</li><li>• Documented results related to the position's responsibilities;</li><li>• Excellent oral communication skills.</li><li>• Knowledge of the context in Mindanao and the peace process;</li><li>• Knowledge of languages spoken in Mindanao is preferred;</li><li>• Proficient in basic MS Office Applications.</li></ul>
JOB OBJECTIVE	The role encompasses managing the section's calendar, ensuring timely updates and organization. It involves safeguarding all generated data and information, maintaining a system for easy retrieval. The position requires handling communications, including receiving, sending, and tracking both incoming and outgoing correspondences. Coordination with the Violence Monitoring and Assessment Team (VMAT) and Joint Peace and Security Teams (JPST) is essential, focusing on rotation schedules and addressing concerns. Establishing and nurturing partnerships with relevant agencies, particularly the Government of the Philippines (GPH) and the Moro Islamic Liberation Front (MILF) Communications Group, is a key responsibility. The role

	also includes providing technical support for the "Putting Weapons Beyond Use" project, ensuring its objectives are met. Drafting various communications, such as letters and memoranda, is part of the duties. Additionally, the position involves undertaking special or official tasks as assigned by the Operations Manager, demonstrating adaptability and commitment to the section's goals.
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Assist the overall goal of IDB according to the IDB Terms of Reference;</li> <li>2. Adhere to IDB standard operating procedures (SOP), rules and policies;</li> <li>3. Adhere to IDB confidentiality agreement;</li> <li>4. Provide anti-corruption, transparency and cost efficiency focus in all processes;</li> <li>5. Act in additional required role during decommissioning phases.</li> </ol>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Prepares and regularly updates the section's calendar of activities;</li> <li>2. Handles safekeeping of data/information generated by the Section;</li> <li>3. Receives/sends and tracks incoming and outgoing communications;</li> <li>4. Maintain communication with VMAT/JPST re rotation/shifting and other concerns;</li> <li>5. Coordinates and establishes linkages/partnerships with relevant agencies specifically with GPH and MILF Communications Group;</li> <li>6. Provides technical support in Putting Weapons Beyond Use project;</li> <li>7. Drafts letters/communications/memos;</li> <li>8. Renders special/official tasks/assignments as may be assigned by the Operations Manager.</li> </ol>