



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



BAGONG PILIPINAS

TERMS OF REFERENCE

OFFICE	MILF PEACE PROCESS OFFICE
JOB TITLE / POSITION	Peace Program Officer III
JOB DESIGNATION	Technical Officer
JOB LEVEL	SG 18 (PhP51, 304.00) – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Director IV and Peace Program Officer V of the MILF Peace Process Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant bachelor's degree 2. Two (2) years of relevant experience 3. Eight (8) hours of relevant training 4. Required Competency: Core (Level 2) Technical/Functional (Level 2) 5. Preferably with knowledge on the Bangsamoro Peace Process
JOB OBJECTIVE	To provide technical support on coordination, integration, and harmonization of all activities under the MILF PPO
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical support on coordination, integration, harmonization of all activities of the MILF PPO such as the programs on disbandment of private armed groups, clearing demining of UXO's, and management of conflict resolutions; 2. Collect and analyze data, prepare and update project briefs, records and other documents of the MILF PPO; 3. Assist on reviewing of proposals and drafting of program documents of MILF PPO; 4. Coordinate with OPAPRU departments, other government office, and peace partners in facilitating the programs of MILF PPO such as processes under the disbandment of private armed groups; 5. Assist on monitoring of the implementation of processes and activities under the disbandment of private armed groups; 6. Provide inputs on analysis, research, policies, guidelines, project proposals, and documentary requirements of the MILF PPO such as the program on disbandment of private armed groups; and 7. Undertake other tasks as required by the Peace Program Officer V and/or Director IV.