



**TERMS OF REFERENCE**  
**RPA-CPLA Peace Process Office (RCPPPO)**

<b>JOB TITLE</b>	<b>PROJECT DEVELOPMENT OFFICER III</b>
<b>JOB DESIGNATION</b>	Area and Settlement Sites Coordinator for KAPATIRAN Iloilo and NDCG areas
<b>JOB LEVEL</b>	2 - Technical, Salary Grade 18 (Php 42,159.00), COS
<b>PLACE OF ASSIGNMENT</b>	Iloilo Province with travel to NDCG areas in Panay and NCR
<b>UNIT ASSIGNMENT</b>	RPA Division, RPA-CPLA Peace Process Office (RCPPPO)
<b>REPORTS DIRECTLY TO</b>	Division Chief, RPA Division
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: Bachelor's Degree Work Experience: Two (2) years of technical-related experience Training: Eight (8) hours of relevant training Eligibility: None required
<b>JOB OBJECTIVES</b>	Provide technical support in matters pertaining to the overall implementation of the GPH-RPM-P/RPA/ABB Peace Process
<b>KEY RESULTS AREA</b>	Support to the implementation of the Normalization/Transformation Program for the RPM-P/RPA/ABB
<b>JOB RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Supervise the operations and functionality of Special Project Teams of KAPATIRAN in Iloilo and NDCG areas in Panay and NCR;</li><li>2. Supervising field coordinator for the abovementioned areas ensuring the implementation of the Clarificatory Implementing Document (CID) of the 2000 RPMP/RPA-ABB Peace Agreement and the Local Peace Engagement (LPE) and its Transformation Program (TP);</li><li>3. Provide overall technical support on the completion of the KAPATIRAN settlement sites to the division chief and program head;</li><li>4. Assist in database management;</li><li>5. Facilitate and assist the unit head in undertaking all groundwork/coordination/ preparatory work/monitoring for community-based activities;</li><li>6. Handle documentation process of activities and facilitate research to support other important documents;</li><li>7. Undertake liaison work with the stakeholders in the communities and local government;</li><li>8. Field Focal Person for the implementation of the 2000 Peace Agreement, 2019 CID and LPE-TP</li><li>9. Perform other tasks as may be assigned by the Program Head/Director or Division Chief.</li></ol>