



TERMS OF REFERENCE

OFFICE	FIELD OPERATIONS AND POLITICAL CONCERNS UNIT (FOPCU)
JOB TITLE/POSITION	PPOV
JOB DESIGNATION (if applicable)	Deputy Head, FOPCU
JOB LEVEL	Supervisory/Salary Grade 24
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office
MINIMUM QUALIFICATIONS	Education: Master's Degree on Related Field Work Experience: At least 4 years supervisory experience Training: 40 hours of Managerial/Leadership Training
REPORTS DIRECTLY TO	Head, FOPCU
JOB OBJECTIVE	To supervise the daily operations of the Field Operations Division and serve as the senior technical staff of the FOPCU thereby ensuring the effective provision of administrative and technical support to the Bangsamoro Transformation Cluster.
KEY RESULT AREAS	Programming and Performance Management of the Field Operations Division of FOPCU. Leadership role in the provision of technical, administrative and operational support to the Independent Decommissioning Body (IDB) and the International Monitoring Team (IMT).
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Oversee the daily operations of the Field Operations Division of FOPCU ensuring efficiency, effectiveness and compliance with established policies and procedures of OPAPRU.2. Lead in performing all technical and operational requirements of the Field Operations Division of FOPCU including preparation of technical reports, work and financial plans and related documents.3. Lead in the provision of technical, administrative and operational support to the Independent Decommissioning Body.4. Ensures timely processing, submission and reporting of OPAPRU's compliances.5. Provide technical support to the Unit Head in initiating and sustaining partnerships with key stakeholders relevant to the Bangsamoro peace process.

	<p>6. Assist the Unit Head in the provision of necessary technical support to the FOC/PU or designated alternate representative in undertaking his functions as the Cabinet Officer for Regional Development and Security (CORDS) for BARMM.</p> <p>7. Perform such other functions as may be assigned by the Unit Head, Director of MILF PPO, Executive Director for Bangsamoro Transformation and Presidential Assistant for Bangsamoro Transformation.</p>
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