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

TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office (SHAPEO)
JOB TITLE / POSITION	**Project Development Officer IV**
JOB DESIGNATION (if applicable)	Senior Technical Officer for Social Healing and Peacebuilding in Lanao Del Sur
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 22 – Contract of Service
PLACE OF ASSIGNMENT	Lanao del Sur
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. Three years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	To effectively and efficiently implement the Social Healing and Peacebuilding Program in Lanao del Sur
KEY RESULT AREAS	1. Provision of technical support to the planning, implementation and monitoring of the Social Healing and Peacebuilding Programs 2. Facilitation of capacity building on PTVE and CSPP
DUTIES AND RESPONSIBILITIES	1. Provides technical and administrative assistance in the implementation and mainstreaming of the Social Healing and Peacebuilding agenda and/or any pertinent SHAPEO agenda in Lanao del Sur; 2. Provides inputs to policy recommendations to address issues, concerns, and aspirations of the communities in Lanao del Sur; 3. Provides technical and administrative support to the implementation and mainstreaming of CSPP programs for the Social Healing and Peacebuilding of Lanao del Sur 4. Prepares the internal compliances and reportorial requirements relative to Social Healing and Peacebuilding programs in Lanao del Sur.; 5. Assists in the provision of Social Healing and Peacebuilding, and/or any pertinent SHAPEO-related technical inputs as requested by external clients; 6. Provides technical and administrative assistance to the conduct of capacity development training; 7. Coordinates with units and other agencies on the conduct of meetings/activities/training relative to Social Healing and Peacebuilding agenda, and; 8. Performs other tasks as may be directed.