



TERMS OF REFERENCE

OFFICE	PAMANA – National Program Management Office (NPMO)
JOB TITLE / POSITION	PEACE PROGRAM OFFICER II
JOB LEVEL AND STATUS	Technical, Salary Grade 15 (Php 38,413.00) - Contractual
PLACE OF ASSIGNMENT	Ortigas Center, Pasig City
JOB OBJECTIVES	To efficiently and effectively provide technical and administrative support to the PAMANA-NPMO operations
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">(1) Assist the PAMANA-NPMO team lead of the RPA Peace Process in the implementation and operationalization of PAMANA programs, projects, and activities;(2) Assist in the preparation of PAMANA program updates within the scope of the RPA Peace Process for submission to the Management Committee (MANCOM), Executive Committee (EXECOM), Department of Budget and Management (DBM), Presidential Management Staff (PMS), any inter-agency oversight committee, and/or any committee or subcommittee of the Senate or House of Representatives;(3) Assist the respective team leader in providing the Head of the PAMANA-NPMO and co-officers in the NPMO with feedback on the status of program implementation within the RPA Peace Process;(4) Consult and coordinate with concerned OPAPRU offices on the execution of program activities in accordance with the targets and plans of the PAMANA-NPMO;(5) Provide complete staff work and technical assistance to the implementation, monitoring, and evaluation initiatives for the PAMANA Program in collaboration with concerned OPAPRU units and implementing agencies;(6) Oversee administrative operations;(7) Manage and maintain schedules, appointments, and meetings of the Head of PAMANA-NPMO; and,(8) Perform such other functions or tasks as may be directed by the Head of the PAMANA-NPMO.