



TERMS OF REFERENCE

OFFICE	JOINT PEACE AND SECURITY COMMITTEE
JOB TITLE/POSITION	Project Development Officer II - Contract of Service
DESIGNATION (If applicable)	CENTRAL MINDANAO FOCAL OPERATIONS OFFICER ON DISPUTE RESOLUTION AND SALW PROGRAM
JOB LEVEL	Technical, Salary Grade 15 (Php 32,053.00)
PLACE OF ASSIGNMENT	OPAPP, Datu Odin Sinsuat, Maguindanao
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: One (1) year relevant work experience Training Experience: Four (4) hours relevant training
JOB OBJECTIVE	<ul style="list-style-type: none"> • Overall coordinator on the JPSC-JPST activities • Overall in-charge of the Dispute Resolution and SALW program in Central Mindanao • JPSCs focal person on the transport and profiling of JPST Firearms
KEY RESULTS AREAS	<ul style="list-style-type: none"> • Technical support • Internal and External Coordination • Technical writing and field research/study
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Oversees the profiling of JPST Firearms 2. Ensure the data filing of the JPST 3. Ensure the on time renewal and re appointment of JPST members 4. Coordinates with other Normalization mechanisms on matters relevant to the implementation of the JPSTs; 5. Coordinates with partner agencies on movement and activities of the JPSC and JPST on the ground; 6. Collect and analyze data, prepares and updates project briefs, records and other documents on program implementation (JPST, Management of SALW, and Support to Dispute Resolution); 7. Assist on reviewing of proposals and drafting program documents on the Program on SALW and Dispute Resolution; 8. Coordinate with OPAPRU departments and partner agencies in facilitating the program processes; 9. Assist on monitoring and ensuring compliance with the program performance assessment framework with details of the performance indicators; 10. Conduct periodic and regular reporting and assessment of overall progress and achievement of the program implementation;

	<p>11. Provide inputs on analysis, research, policies, guidelines, project proposals, and documentary requirements relative to Program on SALW and Dispute Resolution; and,</p> <p>12. Undertake other tasks as directed by the JPSC Head Secretariat, Program Head of SALW and Dispute Resolution.</p>
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