



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

<b>OFFICE</b>	Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)
<b>JOB TITLE / POSITION</b>	Program Development Officer V
<b>DESIGNATION (If applicable)</b>	Head. Area Management Unit-Central Luzon (AMU-CL)
<b>JOB LEVEL</b>	3 - Supervisor/Technical Salary Grade 24 (P85,074.00) Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Area Management Unit-Central Luzon
<b>MINIMUM QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Master's Degree or C-Pro Certificate</li> <li>2. 4 years of relevant experience</li> <li>3. 40 hours of supervisory/managerial relevant training intervention</li> </ol>
<b>REPORTS DIRECTLY TO</b>	Head of LCT-FISU and Head of Program 3
<b>JOB OBJECTIVE</b>	To effectively carry out the provide technical support to AMU-Central Luzon in the implementation of the Localized Peace Engagement (LPE) Mainstreaming and Transformation Program for Former Rebels (FRs), their Families, and Communities including its support programs, the SHAPE, PAMANA-NPMO, and ICPO
<b>SUPERVISES</b>	AMU-CL personnel
<b>KEY RESULT AREAS</b>	Complete a range of required highly technical skills and managerial tasks including all project management-related coordination, monitoring, and preparation and consolidation of reports, correspondence, and memorandum including filing of these documents
<b>DUTIES AND RESPONSIBILITIES</b>	<p>Directly reports to the Director on matters pertaining to his/her specific assignments:</p> <ol style="list-style-type: none"> <li>1. Oversee the implementation, completion, monitoring, and evaluation of Program 3 PPAs in coordination and collaboration with CPPO, SHAPEO, NPMO, FAS, and other external implementing partners.</li> <li>2. Coordinates with CPPO, SHAPEO, NPMO, and FAS regarding AMU-Central Luzon preparation of the program's activities and projects for implementation;</li> </ol>

	<ol style="list-style-type: none"> <li>3. Prepares CSW with regards to OSEC, OASEC, and Programs' requests;</li> <li>4. Provide support and assist the Head of the Area Management Unit for Central Luzon in the coordination work with the concerned government agencies, non-government organizations, civil society organizations, peoples' organizations, academe, other peace partners, and stakeholders which pertains to CPPO, SHAPEO, and NPMO projects and activities;</li> <li>5. Perform due diligence of data accuracy, policy review, participation to enhance technical capability, and coordinate with implementing partners on the implementation of PPAs;</li> <li>6. Coordination with the assigned Local Government Units and other implementing NGAs;</li> <li>7. Prepares various types of correspondence, after-activity reports, accomplishment reports, and update reports pertaining to CPPO, SHAPEO, and PAMANA-NPMO programs; and</li> <li>8. Performs other tasks as may be delegated by the Director.</li> </ol>
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