



### TERMS OF REFERENCE

JOB TITLE/POSITION	<b>DIRECTOR III</b>
JOB DESIGNATION (if applicable)	Head, Field Operations and Political Concerns Unit
JOB LEVEL	Managerial, Salary Grade 27 (Php 136,893.00), Contractual
PLACE OF ASSIGNMENT	OPAPRU Cotabato Field Office
UNIT ASSIGNMENT	Field Operations and Political Concerns Unit (FOPCU)
REPORTS DIRECTLY TO	Director, MILF Peace Process Office (PPO); Executive Director for Bangsamoro Transformation Cluster; Presidential Assistant for Bangsamoro Transformation Cluster
SUPERVISES	Field Operations and Political Concerns Unit technical and administrative staff
MINIMUM JOB QUALIFICATIONS	Education: Bachelor's degree Experience: <ul style="list-style-type: none"><li>• 3 years of supervisory/management experience</li><li>• Has a good understanding of the Bangsamoro Peace Process</li></ul> Training: <i>Preferred to have CSC Supervisory Development Course</i> Eligibility: <i>Preferred to have Civil Service Eligible</i>
JOB OBJECTIVE	To supervise the provision of technical, operational, financial, and administrative support in ensuring the efficient and effective ground operations of field implementing units under the Bangsamoro Transformation Cluster and the provision of the appropriate actions to political concerns related to the Bangsamoro referred to the OPAPRU.
KEY RESULT AREAS	Leadership and management of FOPCU. Strategic directions of the Unit.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Provide overall direction and management of the unit, including its day-to-day operations and monitoring of performance and deliverables of unit personnel.</li><li>2. Supervise the provision of technical, administrative, and logistical support to the Independent Decommissioning Body (IDB) Headquarters, International Monitoring Team (IMT), and Bangsamoro Normalization Trust Fund (BNTF).</li></ol>

	<ol style="list-style-type: none"> <li>3. Supervise the provision of technical, administrative, and logistical support to the PAPRU or the designated alternate representative in the undertaking of functions as the Cabinet Officer for Regional Development and Security (CORDS) for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).</li> <li>4. Supervise the provision of necessary administrative and logistical support to the field implementing units under the Bangsamoro Transformation Cluster in the undertaking of their functions.</li> <li>5. Supervise the provision of technical, administrative, and logistical support in the undertaking of the appropriate actions towards addressing political concerns in the Bangsamoro referred to the OPAPRU.</li> <li>6. Supervise the provision of technical, administrative, and logistical support in initiating and sustaining partnerships with key stakeholders relevant to the Bangsamoro peace process.</li> <li>7. Serve as the OPAPRU management-level representative for official engagements in the Bangsamoro and adjacent areas, upon instruction of the Executive Director for Bangsamoro Transformation Cluster, Presidential Assistant for Bangsamoro Transformation Cluster, and/or the PAPRU.</li> <li>8. Submit progress reports and updates to the PAPRU, through proper channels, on the implementation of programs and projects of the unit.</li> <li>9. Formulate policies and strategies for the operations of the unit.</li> <li>10. Ensure effective and efficient performance of unit personnel.</li> <li>11. Act as the Senior Program and Budget Advisory Committee (SPBAC) member of the unit.</li> <li>12. Contribute to the formulation of strategies, programs, policies, and procedures of the OPAPRU as member of the OPAPRU Management Committee.</li> <li>13. Perform such other functions as may be assigned by the Director of MILF PPO, Executive Director for Bangsamoro Transformation Cluster, Presidential Assistant for Bangsamoro Transformation Cluster, and the PAPRU.</li> </ol>
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