



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



BAGONG PILIPINAS

TERMS OF REFERENCE

JOB TITLE / POSITION	PROGRAM DEVELOPMENT OFFICER III
DESIGNATION (if applicable)	Operations Officer, Combined Secretariat; and Team Leader, Central Mindanao Desk, CCCH-AHJAG
JOB LEVEL	Salary Grade 18
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Combined Secretariat of the GPH CCCH and GPH AHJAG Office
REPORTS DIRECTLY TO	Chairman, GPH CCCH; Head, Combined Secretariat and Chief Operations Officer of the Combined Secretariat
SUPERVISES	Central Mindanao Desk; JCMP and LMT members within the AOR of Central Mindanao.
COORDINATES WITH	CCCH, AHJAG, BIAF – MILF Commanders and Members; AFP; PNP, UN Agencies, OPAPRU and Other Norm Bodies, LGUs, NGAs, NGOs; Other Desks of the Combined Secretariat.
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> • Five (5) years of working experience in the field • Vast knowledge of the Ceasefire Mechanism • Ability to act with discretion and maintain confidentiality. • Committed to provide high quality service; quick learner with superb decision-making/problem solving abilities • Willingness to learn and can work under pressure • Team player with flexible time management and multi-tasking abilities • Excellent in communications and written skills • Willingness to travel anywhere in the Conflict Affected Areas in Mindanao (CAAM) • Eight hours of relevant training
JOB OBJECTIVE	<ul style="list-style-type: none"> • To provide Technical support to the Combined Secretariat
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical support to Combined Secretariat. 2. Daily Operations Report 3. Periodic Security Assessment.



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



<p>KEY ROLES AND RESPONSIBILITIES</p>	<ul style="list-style-type: none">• Team Leader of the Central Mindanao Desk and monitors the ceasefire situation in the Provinces of North Cotabato, Maguindanao and Cotabato City.• Technical Staff of the GPH CCCH and AHJAG• Coordinates the movements/activities of the MILF, PNP and AFP;• Focal of Rido (Dispute Resolution) concerns and its database;• In charge of Conflict Mapping• Perform other tasks as directed by the Chairman, GPH CCCH; Head of the Combined Secretariat and/or the chiefs for operations and admin.
---------------------------------------	---