



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

OFFICE	<b>Finance Management Service</b>
JOB TITLE / POSITION	<b>Accountant III</b>
DESIGNATION (if applicable)	Finance Accounting Officer
JOB LEVEL	2 – Supervisory/Financial, Salary Grade (SG) 19 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Bachelor’s degree in Commerce/ Business Administration major in <b>Accounting</b></li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> <li>4. Certified Public Accountant</li> </ol>
	5.
JOB OBJECTIVE	To effectively carry out technical support to the NPMO in the implementation of the PAMANA Program
REPORTS DIRECTLY TO	<p>Under the primary supervision of the Community Relations and Project Management Specialist II</p> <p>Under operations management of the Head of the NPMO</p>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Constituency Building: Coordinate with the assigned community(ies), Local Government unit(s), and/or National Government Agency(ies) and/or the academe in furthering the implementation of PAMANA Program;</li> <li>2. Constituency Building: Carry out consultations with concerned stakeholders to identify and mitigate risks in project implementations;</li> <li>3. Constituency Building: Assist the Program in collaborating with the communications/creative team in developing IEC and promotional ideas according to the goals and specifications of the Program.</li> <li>4. Constituency Building: Coordinate with the focal person for communications on brainstorming and ensure the implementation conforms to the agreed-upon schedules, budgets, and other parameters as directed by the program head.</li> <li>5. Constituency Building: Monitor national and regional media to identify and analyze events and trends that may impact program operations;</li> <li>6. Capacity Development: Enhance technical capability through participation to trainings, seminars, workshops and deliver oral briefings and presentations on program developments;</li> <li>7. Policy Review and Enhancement: Assist in the preparation and review of policies, papers, documents, and effects on;</li> <li>8. Perform such other related duties as assigned by the Head of the NPMO.</li> </ol>