



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	Knowledge Management and Peace Institute Department
JOB TITLE / POSITION	Peace Program Officer I
JOB LEVEL	Technical, Salary Grade (SG) 11 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Bachelor’s degree
JOB OBJECTIVE	To provide junior technical support for the efficient operation of KMPIS, mainly as Library Assistant.
REPORTS DIRECTLY TO	The PPO assigned in KMPIS will provide technical and administrative support under the following key result areas: <ul style="list-style-type: none"> • Technical Support; • Library Support; and • General Services.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Reports to the immediate supervisor and to the Director of KMPIS; 2. Coordinates with concerned government agencies on matters pertaining to the Service’s function; 3. Prepares agenda folders and other documents for use at meetings, consultations, etc.; 4. Provides support in the maintenance and updating of the OPAPRU Knowledge Management System; 5. Prepares the documentation of meetings and consultations (proceedings, minutes, action summaries, action memos, etc;) 6. Prepares the draft communication-responses to basic correspondences transmitted to the Section; 7. Keeps an updated tracking and organized filing system of incoming and outgoing documents of the Section; 8. Provide technical and administrative support to KMPIS complementary division- PID and KMD; 9. Acts as the Assistant to Librarian; and 10. Performs other functions and duties as may be prescribed by the Director of the KMPIS.