



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	MILF Peace Process Office
JOB TITLE / POSITION	Peace Program Officer I
JOB LEVEL	2 - Technical, Salary Grade (SG) 11 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Bachelor's degree
JOB OBJECTIVE	To act as Compliance Officer, as well as act as supervisor for the admin division of the MILF Peace Process
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Resource and Knowledge Management 2. Financial Analysis and Management
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical support on coordination, integration, and harmonization of all activities under the GPH-MILF Peace Process; 2. Assist on the compliance financial documents required by OPAPRU Offices i.e. Work and Financial Plans, Project Procurement Management Plan, etc; 3. Act as the Special Disbursing of the MILF PPO; 4. Assist on drafting the reports, researches, policy papers, briefers, talking points, and memoranda of the MILF Peace Process Office; 5. Supervise Admin Personnel in the processing of liquidations, budget requests, and other admin processes; 6. Prepares and updates project briefs, records, and other documents on program implementation of the GPH-MILF Peace Process; 7. Document required information of all meetings and activities and update information as required for reporting and publication; 8. Undertake other tasks as required by the Project Development Officer IV and Director IV.