



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	MNLF Peace Process Office
JOB TITLE / POSITION	Peace Program Officer II
JOB LEVEL	2 - Technical, Salary Grade (SG) 15 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Bachelor's degree
JOB OBJECTIVE	To efficiently and effectively provide technical and administrative assistance to the deliverables of the GPH-MNLF Peace Process
REPORTS DIRECTLY TO	<ol style="list-style-type: none"> 1. Technical Support and Coordination 2. Financial Management and Budget Preparations 3. Program/project development, management, implementation and monitoring
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Lead in the preparation of technical documents such as terms of reference, reports, briefers, talking points and minutes of meetings and budget proposals relative to the GPH-MNLF Coordinating Committee and its activities; 2. Coordinates the deliverables of the GMCC and conduct of meetings with GPH counterparts; 3. Provides assistance in the preparation of the Political Engagement Division's monthly accomplishment reports and other compliances; 4. Conducts research work needed for the formulation of policies and programs relative to the office function; 5. Prepares the work and financial plans of the MNLF Peace Process Office and monitor the financial progress of the same; 6. Facilitates the implementation of the PAMANA PhilHealth Sponsored Program for MNLF; and <p>Performs other tasks or functions as may be directed.</p>