



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	Security Unit (JPSC Secretariat)
JOB TITLE / POSITION	Peace Program Officer II
JOB LEVEL	2 - Technical, Salary Grade (SG) 15 – Contractual
PLACE OF ASSIGNMENT	OPAPRU, Datu Odin Sinsuat, Maguindanao
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor’s degree 2. 4 years of relevant working experience in the field 3. Ability to act with discretion and maintain confidentiality 4. Committed to providing high quality service; quick learner with decision-making/ problem-solving abilities 5. Willingness to travel anywhere in the Conflict-Affected Areas in Mindanao (CAAM)
JOB OBJECTIVE	Ensures the participation and coordination of JPSTs in activities related to UXO, Management of SALW Program, and Ceasefire activities in mutually agreed areas
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide technical assistance in the implementation of agreement/s related to the program on UXO and management of SALW; 2. Apprise the JPSC of the updates on activities related to UXO, Management of the SALW Program, and Ceasefire activities in mutually agreed areas; 3. Coordinate with the concerned mechanism on activities in areas where JPSTs are deployed; 4. Establish a person of contact and coordinate with relevant stakeholders, ceasefire and norm mechanism, MILF individuals and communities regarding activities and deliverables on UXO program, Management of SALW and Ceasefire related activities in mutually agreed areas; 5. Prepare technical papers, briefers, reports, concept notes, memos, and other necessary documentation relative to work of JPSC especially on activities on UXO and management of SALW; 6. Monitor and coordinate with JPST Team Leaders to include in their daily operations, activities on UXO and management of SALW; 7. Coordinate with ceasefire mechanism on activities in areas where JPSTs are deployed; and <p>Undertake other tasks as directed by the GPH-JPSC Head Secretariat.</p>