



**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>Communications and Public Affairs Service</b>
JOB TITLE / POSITION	<b>Peace Program Officer III</b>
DESIGNATION (if applicable)	Writer
JOB LEVEL	2 – Technical, Salary Grade (SG) 18 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
JOB OBJECTIVE	To efficiently provide communications support to all OPAPRU and peace-related events and activities in the assigned areas.
KEY RESULT AREAS	Coverage of all OPAPRU and peace related events and activities in the assigned area.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Develop and write the following content:             <ul style="list-style-type: none"> <li>• Press releases</li> <li>• Speeches</li> <li>• Statements</li> <li>• Messages</li> <li>• Reports and</li> <li>• Other communication materials assigned by the Director of CPAS</li> </ul> </li> <li>2. Assist in the implementation of communications plans and campaigns;</li> <li>3. Develop content for information, education, and communications (IEC) materials for assigned peace tables and/or programs;</li> <li>4. Provide photo and video documentation in all activities organized by the agency; and</li> </ol> <p>Handle events and special projects as maybe assigned by Director of CPAS and/or Operations Chief or in cooperation with concerned units.</p>