



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	Human Resource Management Service
JOB TITLE / POSITION	Peace Program Officer V
DESIGNATION (if applicable)	Deputy Head for the Human Resource Management Service
JOB LEVEL	3 - Supervisory/Technical, Salary Grade (SG) 24 - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Master's degree or C-Pro Certificate 2. 4 years of relevant experience 3. 40 hours of supervisory/ managerial training intervention
JOB OBJECTIVE	Responsible for the supervision of the operations of Human Resource Management Service, in support of Director, HRMS
KEY RESULT AREAS	<p>All core areas of HRMS</p> <ol style="list-style-type: none"> 1. Compensation and Benefits; 2. Recruitment, Selection, and Placement; 3. Performance Management System; 4. Rewards and Recognition; and 5. Employee Welfare and Relations
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists the Director, HRMS in the management and execution of the Service's Terms of Reference and Work Plan; 2. Supervises officers under the HRMS Divisions and Sections; 3. Leads in collaborating with the OPAPRU technical units in the development of policies and guidelines relative to organizational development, systems and business process improvements; 4. Ensures effective management and operationalization of all HR transactions, processes and systems established in the organization; 5. Oversee the development, design and implementation of programs (training, competency-model, PRIME-HRM); 6. Provide technical guidance and inputs to all HR policies and guidelines; 7. Leads in monitoring/assessment of HR programs and its implementation and finalize all reports prior to submission to Director, HRMS; 8. Leads in the capacity development of OPAPRU personnel; and 9. Performs other tasks as may be assigned by the PA for FAS/ Service Head