



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	Joint Task Forces on Camps Transformation (JTFCT)
JOB TITLE / POSITION	Peace Program Officer V
DESIGNATION (if applicable)	Head, GPH-JTFCT Secretariat / Focal Person
JOB LEVEL	3 - Supervisory/Technical, Salary Grade (SG) 24 - Contractual
PLACE OF ASSIGNMENT	OPAPP Field Office in DOS Maguindanao
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	To provide technical assistance to the Socio Economic Development Office JTFCT in implementing programs, projects and activities.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Implementation of PPAs for Joint Task Forces on Camps Transformation. 2. Monitoring of programs, projects and activities (PPAs) and management of information system. 3. Technical support, liaison and coordination.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provided over-all management and supervision in the implementation of the Camps Transformation Program at the field level in close coordination with the GPH-MILF Task Forces on Camps Transformation. 2. Conducted regular coordination meetings with the participating national agencies of the government, JTFCT, and other Stakeholders. 3. Provided leadership in the conduct of various coordination and field activities of the Program. 4. Prepared and submits monthly reports, activity reports and documentation in every activity conducted under Camps Transformation Program to the Head of JND, JNC, and GPH Peace Implementing Panels. 5. Provided technical and engineering assistance to other OPAPP units and mechanisms.