



**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>Knowledge Management and Peace Institute Service</b>
JOB TITLE / POSITION	<b>Peace Program Officer V</b>
DESIGNATION (if applicable)	Deputy Director for Knowledge Management and Peace Institute 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"> <li>1. Master's degree or C-Pro Certificate</li> <li>2. 4 years of relevant experience</li> <li>3. 40 hours of supervisory/ managerial training intervention</li> </ol>
JOB OBJECTIVE	To efficiently and effectively oversee and facilitate accomplishment of the deliverables of the Knowledge Management Division and Peace Institute Division of KMPIS
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Resource and Knowledge Management</li> <li>2. Capacity-Building</li> <li>3. Research and Documentation</li> <li>4. Networking and Linkage Building</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Assists the Director in the over-all supervision of their department/unit in terms of technical and administrative matters;</li> <li>2. Develops and formulates policies, programs, plans, strategies, and projects in line with the functions and key results areas of the department/unit;</li> <li>3. Ensures smooth implementation of Peace Advocacy programs and/or Peace Education-related activities designed to create vigorous peace-constituency-building interventions through partnerships and network-building.</li> <li>4. Assists in overseeing and accomplishing the department strategic plans and programs and ensure their alignment to the over-all goals and objectives of the agency/organization;</li> <li>5. Assists the department/unit head/director in monitoring and mandatory compliance to concerned departments/units or agencies;</li> <li>6. Reviews all reports/documents prepared by PPO IV and other technical staff;</li> <li>7. Supervises the performance of duties and responsibilities of the staff under him/her within their department/unit;</li> <li>8. Submits regular updates to the Director on individual staff work assignments;</li> <li>9. Serves as lead representative/member of the KMPIS to the Office of the Strategy Management;</li> <li>10. Assists the Director and participates during inter-unit or inter-agency meetings in relation to the Knowledge Management and Research and Capacity Building and Constituency Building functions;</li> <li>11. Represents the Director in his/her absence in various inter-unit and inter-agency meetings and events;</li> <li>12. Performs other tasks or functions as may be directed.</li> </ol>