



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Policy Development and Strategy Management Service
JOB TITLE / POSITION	Peace Program Officer V
DESIGNATION (if applicable)	Deputy Director for the Policy Development and Strategy 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	To efficiently and effectively oversee and facilitate accomplishment of the deliverables of the Policy and Program Development Divisions
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Policy and Program Development 2. Strategic Planning 3. Technical assistance to OPAPRU and other agencies' policies and programs 4. Compliance and Monitoring and Evaluation (M&E)
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Acts as the Deputy Director for the Policy and Program Development and Strategic Planning Divisions; 2. Assists the Director and participates during inter-unit or inter-agency meetings in relation to the Policy and Program Development and Strategic Planning functions; 3. Represents the Director in his/her absence in various inter-unit and inter-agency meetings and events; 4. Performs functions relative to being the Planning, Compliance, and M&E Focal Person of the unit, such as preparing and consolidating compliance reports and requirements to the Executive offices; 5. Serves as lead representative/member of the PDSMS to the Office of the Strategy Management; 6. Provides overall technical and administrative assistance in the following: <ol style="list-style-type: none"> a. Formulation of the peace agenda for the administration's term in collaboration with the Management and the OPAPRU programs; b. Formulating and recommending policies, strategies, programs, and actions to implement the comprehensive peace process, as well as measures that contribute to existing reconciliation and reunification effort; c. Development of strategic frameworks and programs, and in the review and analysis of policies and programs to propose recommended enhancements; d. Ensuring consistency of all government policies and programs directly responding to peace process commitments or that are in support of the



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peace process, with the Executive Order (EO) 158 including peace and development agenda, OPAPRU cluster and programs' frameworks, and CSPP approach;

- e. Provision of policy and strategic inputs relative to the Peace and Development Agenda in the formulation and review of the Philippine Development Plan (PDP) Chapter on Peace based on the agency strategic roadmap;
 - f. Harmonization of the Performance Governance System and ISO-QMS efforts;
7. Assists in the alignment of OPAPRU's policies with the National Government's agenda;
 8. Provides technical assistance in all matters related to the peace process framework and agenda; and
 9. Performs other tasks or functions as may be directed.