



**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	<b>Social Healing and Peacebuilding Office</b>
JOB TITLE / POSITION	<b>Peace Program Officer V</b>
DESIGNATION (if applicable)	Deputy Head, Social Healing & Peacebuilding Office
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	Provides technical support on matters pertaining to the overall implementation of SHAPEO programs and interventions.
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Project Management</li> <li>2. Programming and budgeting</li> <li>3. Performance Management</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Acts as Deputy Head and manages the day-to-day operations of the Office;</li> <li>2. Represents the Director, in his or absence, during inter-unit or inter-agency meetings;</li> <li>3. Coordinate and maintain partnership with concerned national government agencies, civil society organizations and other stakeholders;</li> <li>4. Performs functions relative to the Planning, Compliance and Monitoring and Evaluation requirements of the Office;</li> <li>5. Supervises tasks performed by the focal staff of Preventing &amp; Transforming Violent Extremism; Women, Peace &amp; Security, Youth, Peace &amp; Security, Indigenous People's Healing &amp; Reconciliation, and Peace Education;</li> <li>6. Provide technical assistance relative to the development of processes/mechanisms for the Local Peace Engagements;</li> <li>7. Draft technical updates and reports, finalize internal and external correspondences;</li> <li>8. Ensure the efficient filing system of records/documents and database of the Office;</li> <li>9. Perform other tasks/duties assigned by the Director.</li> </ol>