



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	Socioeconomic Development Unit–Task Force for Decommissioned Combatants and their Communities
JOB TITLE / POSITION	Peace Program Officer V
DESIGNATION (if applicable)	Deputy Head
JOB LEVEL	3 - Supervisory/Technical, Salary Grade (SG) 24 - Contractual
PLACE OF ASSIGNMENT	OPAPP Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Master’s degree in any of the disciplines of the social sciences 2. 4 years of relevant experience 3. 40 hours of supervisory/ managerial training intervention
JOB OBJECTIVE	Provides technical support on matters pertaining to the overall implementation of socioeconomic programs for decommissioned Moro Islamic Liberation Front and their communities
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Project Management 2. Programming and budgeting 3. Performance Management
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Acts as Deputy Head and manages the day-to-day operations of the Unit; 2. Represents the Head, in his or absence, during inter-unit or inter-agency meetings; 3. Coordinate and maintain partnership with concerned national and regional government agencies, civil society organizations and other stakeholders; 4. Performs functions relative to the Planning, Compliance and Monitoring and Evaluation requirements of the Unit; 5. Supervises tasks performed by the Field Team Leaders of components socioeconomic programs (social protection, capacity development, livelihood, infrastructure); 6. Draft technical updates and reports, finalize internal and external correspondences; 7. Ensure the efficient filing system of records/documents and database of the Office; 8. Perform other tasks/duties assigned by the Head.