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## **MPI 2026 ANNUAL PEACEBUILDING TRAINING ASSISTANT JOB DESCRIPTION**

The **Annual Peacebuilding Training Assistant (APTA)** position is a short-term role commencing on **March 1, 2026**, and concluding on **June 16, 2026**. In this capacity, the APTA will support the Peacebuilding Training Program Officer in the preparation for the **MPI 2026 Annual Peacebuilding Training**. Additionally, the APTA will collaborate closely with the Program Officer and the Secretariat Team to ensure the effective implementation of the training program.

### **SELECTION CRITERIA**

- A degree in Social Work, Community Development, Public Administration, and/or an equivalent experience in peacebuilding or related fields may be considered.
- Experience in organizing or assisting training programs, workshops, or similar events.
- Background in working with diverse groups, cultures, and faiths, and various sectors like indigenous peoples, youth, and women.
- Strong organizational and program management skills.
- Proficiency in both written and spoken English; knowledge of Filipino or local languages is an advantage.
- Strong computer literacy, including experience with office software (e.g., MS Office, Google Workspace) and other virtual tools.
- Demonstrated commitment to peacebuilding principles and practices.
- Ability to work collaboratively in a team-oriented environment with a strong sense of accountability, responsibility, and integrity at work.
- Flexibility and adaptability to handle the demands of a fast-paced and dynamic working environment.
- Experience working with peacebuilding organizations in Mindanao.
- Knowledge of conflict sensitivity and gender inclusivity in program delivery.
- Willingness to work beyond standard work hours when needed, especially during the Annual Peacebuilding Training.
- Commitment to uphold the values and mission of MPI.

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#### **MINDANAO PEACEBUILDING INSTITUTE FOUNDATION, INC.**

Apt. 301, Casa Graciana Inn, 6 Juna Avenue, Matina, 8000 Davao City, Philippines

Tel: (+63) 82 295-3776

Email: [mpi@mpiasia.net](mailto:mpi@mpiasia.net)

Website: [www.mpiasia.net](http://www.mpiasia.net)

Facebook: [www.facebook.com/mpiasia](https://www.facebook.com/mpiasia)

## **KEY RESPONSIBILITIES**

### **General Tasks:**

1. Assist in organizing the MPI 2026 Annual Peacebuilding Training.
2. Assist in maintaining and updating the MPI 2026 Annual Peacebuilding Training database system, ensuring accurate and timely data entry.
3. Additional tasks shall be assigned by the Peacebuilding Training Program Officer as deemed necessary.

### **A. Before the Annual Peacebuilding Training:**

1. Assist the Peacebuilding Training Program Officer in managing the application process for all applicants applying to the MPI 2026 Annual Peacebuilding Training.
2. Assist in keeping track of application records and filing them accordingly.
3. Assist the Administrative Officer in the purchase of supplies and materials needed.
4. Assist in creating, organizing, and delivering course handouts and other relevant documents.

### **A. During the Annual Peacebuilding Training**

1. Assist the Peacebuilding Training Program Officer in planning and executing social events, such as cultural nights and open sessions. This includes coordinating with participants, securing resource speakers, managing logistics, and ensuring the smooth implementation of these events.
2. Handle the printing, copying, and distribution of various MPI 2026 Annual Peacebuilding Training documents, including participant handouts and evaluation forms, as assigned by the Program Officer.
3. Collaborate with Class Assistants to ensure that all classrooms are properly set up before each training session, including arranging tables and chairs, distributing necessary supplies, and testing audiovisual equipment. At the end of each day, oversee the clean-up process, ensuring that all supplies and equipment are returned to the Secretariat Room and stored appropriately.
4. Work with the Secretariat Team to assemble participant kits, including training materials, handouts, and other relevant documents. Assist in setting up and maintaining the MPI 2026 Bulletin Board, ensuring that it is updated with important announcements, schedules, and resources. Support the registration process by verifying participant information, collecting necessary documents, and providing assistance to participants as needed.
5. Actively participate in all debriefing sessions and the final Secretariat assessment of the MPI 2026 Annual Peacebuilding Training, providing feedback on the program's effectiveness and suggesting improvements for future iterations
6. Assists the PTPO in collecting all outputs of the participants and/or classes per course, and during social events pertaining to the training, and files them in the Shared Folder for the MPI 2026 Annual Peacebuilding Training.
7. Collect the copies of the speeches of those who provided testimonials during the Closing Ceremony.

## **B. After the Annual Peacebuilding Training**

1. File and Label the Evaluation Reports.
2. File and label all pertinent documents related to the Annual Peacebuilding Training.
  - a. Service Contracts
  - b. Attendance sheets
  - c. Registration Sheets
  - d. Visa-related Documents
  - e. Facilitators and Courses Documents
  - f. Participants' Information Packet and Information Sheets
  - g. MPI 2026 Secretariat-related Documents
  - h. Volunteer's Agreement
  - i. Secretariat Briefer
  - j. Volunteers Information Sheet
  - k. Other documents
3. Collect and collate the Assessment results of the Secretariat team and the MPI team.
4. Provide a summary report of the collected and collated Assessment report.
5. Create and send out the MPI 2026 Annual Peacebuilding Training Directory.
6. Provide a summary report of the demographics of the Participants, Facilitators, and Volunteers in the MPI Annual Peacebuilding Training.
7. Assist the PTPO in collecting all Documentation Reports electronically and in printed copies, including draft and final documentation reports of the Documenters and Class Assistants.