



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE

Job Title : **Project Development Associate (PDA)**
Component : Procurement Unit
Status : Technical Staff
Proposed salary : Php 35,000.00

OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Procurement Unit. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

SPECIFIC TASKS:

1. Assists the in the preparation of the NPCO Procurement Plan and consolidation of program wide procurement plan;
2. Conducts initial checking on the completeness and consistency of documents on the submitted purchase request;
3. Conduct canvass from possible suppliers for purchase requests;
4. Post procurement notices and award on the PhilGEPS;
5. Assist the Procurement Unit in the proper filing of procurement documents;
6. Prepares monitoring report for procurement activities and compliance to the APCPI;
7. Records all incoming and outgoing documents;
8. Prepares and conducts administrative works (maintain schedule of activities, travel schedules,prepare travel orders, liquidation of cash advances for office supplies, etc..) for the Unit;
9. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices; and
10. Performs other task as maybe assigned by the Procurement Unit Head and Alternate Procurement Unit Head.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The PDA shall report directly to the Procurement Unit Head.

QUALIFICATION STANDARDS:

Education:

- The PDA must be a college graduate.

Experience:

- Minimum of one (1) year working experience in performing related works.

Knowledge/Skills/Abilities:

- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.

JOB LOCATION:

- National Project Coordination Office (NPCO), DA, Quezon City

Recommending approval:

Atty. MELINDA D. DEYTO

Procurement Unit Head

PRPDP NPCO

APPROVED / DISSAPPROVED:

ARNEL V. DE MESA

Deputy Project Director

PRDP NPCO