

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office – Mindanao Cluster
Alvarez Bldg., Angliongto Sr. Ave., Lanang, Davao City
Tel. No. (082) 235-8664; Fax (082) 235-8665

REQUEST FOR EXPRESSIONS OF INTEREST
ADMINISTRATIVE ASSISTANT

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of ONE (1) ADMINISTRATIVE ASSISTANT.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

Administrative Assistant

The Administrative Assistant will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He/She will be stationed in the Project Support Office (PSO) based in Davao City. He/She will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the tasks of the **Administrative Assistant** will include but not limited to the following:

- Prepares correspondences/memoranda and official communications of the Admin Unit;
- Assists in the preparation of vouchers of the Admin Unit;
- Establishes and maintains the e-filing system of documents and all the incoming and outgoing official communications and correspondences;
- Prepares and consolidates various documents needed in the processing of purchases in the Admin Unit;
- Schedules and arranges activities as indicated in the work plan of the unit;
- Operates other office equipment but not limited to photocopying machine, fax machine, and etc.;
- Provides secretarial support to the Admin Unit;
- Prepares various trainings designs, reports and other documents in relation to PRDP implementation;
- Prepares and consolidates various documents needed in processing the training-related claims of creditors;
- Assists in the preparation of vehicle trip tickets as instructed;

- Keeps records of Monthly Workshop/Seminar and other Admin-related activities;
- Monitors and records documents submitted by all units;
- Checks and reviews DTR/AR entries and supporting documents;
- Maintains the 201 files of personnel including the updates in ledgers of the service records of all staff; and,
- Performs other duties as may be assigned by the Admin Head or Admin Officer.

Qualifications

Education:

- Preferably a graduate of any Bachelor's Degree.

Experience:

- Minimum of two (2) year of relevant experience; and,
- Preferably has an experience working with Foreign Assisted Projects (PAFs).

Knowledge, Skills, and Abilities:

- Knowledgeable and has experience in administrative works;
- Possesses good communication skills (oral and written);
- Knowledgeable in records management is an advantage; and,
- Computer literate (MS Office, Excel and Powerpoint).

Has the ability to:

- Understand and carry out oral and written instructions;
- Maintain daily records of the unit's operation; and,
- Establish, maintain and foster positive and harmonious working relationships with colleagues in the course of work.

Reporting Responsibilities:

The Administrative Assistant will be directly reporting to the PSO Administrative Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Only applications received on or before December 15, 2014 at 10:00 AM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, Certificate of Previous Employment, Certified True Copy of School Transcript of Record to the address below or email to mr dp_pso@yahoo.com. Kindly indicate the position that the applicants are applying for as the subject.

LEALYN A. RAMOS, Project Director

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