

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 Staff/Computer Maintenance

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 STAFF/ COMPUTER MAINTENANCE.

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 Staff/Computer Maintenance

The Administrative Staff/Computer Maintenance 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 Staff/Computer Maintenance** will include but not limited to the following:

- Receives and records incoming communications;
- Encodes forms and other documents;
- Receives and records bills and statement of accounts as charged under PRDP;
- Prepares Purchase Request (PR) and facilitates other procurement process concerning Admin-related activities and Admin-related vouchers;
- Prepares Trip Tickets, assists in the dispatching of PSO Mindanao Cluster vehicles, and records Monthly Fuel Consumption of vehicles;
- Prepares and consolidates various documents needed in processing the conduct of training and the subsequent relevant claims from the creditors;
- Tracks and maintains records of all official documents related to PRDP in both hard copy and electronic file;
- Keeps and maintains records of weekly deployment of vehicle for the consumption of the Deputy Project Director;
- Helps in the arrangement of PRDP activities;

- Operates office equipment other than photocopying machine, fax, and, etc.;
- Maintains the computer server regularly;
- Maintains all computer units of PSO Mindanao for both software & hardware;
- Troubleshoots and repairs problems of all staff workstations;
- Troubleshoots and repairs DSL and Network problems;
- Updates Anti-Virus on workstations;
- Assists in the repair of computer problems at the RPCO;
- Recommends replacement of computer parts ;
- Maintains the office' telephone lines both intercom and trunk line regularly;
- Assists in the repair and maintenance of fax machines and photocopying machines;
- Assists in the repair and maintenance of the air conditioning units; and,
- Performs other functions as may be directed by the Supervisors and Deputy Project Director.

Qualifications

Education:

- Graduate of any Bachelor's Degree/ Computer Technician Course; and,
- Preferably has a National Certificate (NC II).

Experience:

- Minimum of three (3) years of relevant experience; and,
- Having an experience working with Foreign Assisted Projects is an advantage.

Knowledge, Skills, and Abilities:

- Knowledgeable and has experience in administrative works is an advantage;
- Has expertise in computer and network trouble shooting;
- Knowledgeable in installation of computer software and hardware; and,
- Computer Literate (MS Office, Excel and PowerPoint).

Reporting Responsibilities:

The Administrative Staff/Computer Maintenance 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 mrdp_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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