

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/ Personnel Officer III

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/ PERSONNEL OFFICER III.

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/Personnel Officer III

The Administrative/ Personnel Officer III 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/ Personnel Officer III will include but not limited to the following:

- Assists the Administrative Unit Head in directing and supervising the administrative operations of the PSO Mindanao Cluster;
- Coordinates all activities of PSO Mindanao Cluster with the Project's Components and Units;
- Performs delegated responsibilities in the absence of the Administrative Unit Head;
- Administers personnel policies, rules and regulation of the Project;
- Supervises the preparation of on leaves, resignations, transfers, performance ratings and other personnel benefits and services;
- Processes payment of staff salaries and other payments for administrative-related concern;
- Prepares and facilitates Project staff's foreign travel requirements such as travel authority, passport/visa application, and other travel document
- Administers and manages the contract of services of the PSO Mindanao Cluster personnel;
- Drafts correspondences on administrative and Project-related matters;
- Supervises the PSO Mindanao drivers and vehicles;

- Assists the PSO Mindanao Property Inspector in the inspection of the delivery of the properties, supplies and equipment of the Project;
- Supervises of the following clerical services such as property management, payroll keeping, personnel records central files and other administrative duties; and,
- Performs other functions as may be directed by the Deputy Project Director and/or Supervisors.

Qualifications

- Education: Preferably a graduate of Bachelor's Degree in Management, Public Administration, Human Resource and/or other related fields.

Experience:

- Minimum of five (5) years of experience in administrative functions; and,
- Experience in handling administrative activities in Foreign Assisted Projects (FAPs) is an advantage.

Knowledge, Skills, and Abilities:

- Computer Literate (MS Office, Excel and PowerPoint);
- Possesses good communication skills(oral and written);
- Team Player; and,
- Works effectively with co-workers, partner agencies and stakeholders.

Reporting Responsibilities:

The Administrative/ Personnel Officer III 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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