

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 UNIT HEAD**

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 UNIT HEAD.

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**

The Administrative Unit Head will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He/She will be stationed in the Program Support Office (PSO) based in Davao City. He/She will be directly under the supervision of the Program Director/Deputy Program Director of Mindanao.

Specifically, the tasks of the Administrative Unit Head will include but not limited to the following:

- Assists the Program Director and Deputy Program Director in ensuring compliance of the office with the administrative and personnel policies of the government and the bank;
- Assists the PD/DPD in the formulation and manualization of internal office administrative and personnel guidelines, systems, procedures and ensures the installation and observance of such concerns;
- Plans, installs and supervises a system of records and documents filing and retrieval and takes custody of such;
- Prepares Work and Financial Plan of the Unit;
- Takes charge of the procurement, storage inventory and issuances necessary for the efficient operations of the PSO;
- Reviews contracts, orders, vouchers, and related documents before final dispositions.
- Devises, installs, operate and maintain a personnel performance and evaluation system of PSO personnel;
- Formulates administrative policies with concern to personnel enhancement;
- Recommends appropriate measures to boosts personnel excellence;
- Validates the General Payroll, Payslip and Certification of Employment of staff;
- Overall in charge of the Program Administrative concerns and related activities; and,

- Performs other related duties as may be assigned by the Project Director and Deputy Project Director.

### **Qualifications**

- Education: Preferably a graduate of Bachelor' s Degree in Commerce Major in Public Administration or Management; Human Resource, or any related fields.

### **Experience:**

- Minimum of 7 years of experience in Administrative Concerns; and,
- Experience working with Foreign Assisted Projects (FAPs) is an advantage.

### **Knowledge, Skills, and Abilities:**

- Computer Literate (MS Office, Excel and PowerPoint);
- Knowledgeable in administrative works in foreign assisted projects will be an added advantage;
- Possesses good communication skills(oral and written);
- Could work with a team; and,
- Works effectively with co-workers, partner agencies and stakeholders.

### **Reporting Responsibilities:**

The Administrative Unit Head will be directly reporting to the PSO Project Director and/or Deputy Project Director while ensuring 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](mailto: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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