

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**  
**PROJECT DEVELOPMENT ASSOCIATE**

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 PROJECT DEVELOPMENT ASSOCIATE.

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**

Specifically, the tasks of the I-BUILD Project Development Associate will include but not limited to the following:

- Assists the I-BUILD Component in the proper filing of documents;
- Records all incoming and outgoing documents;
- Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.) for the Component;
- Encodes pertinent documents and reports;
- Facilitates the Component's activities and trainings; and,
- Performs other task as maybe assigned by the Component Head.

**Qualifications:**

**Education:**

- The PDA shall be a graduate of any Social Sciences Degrees or any related courses.

**Experience:**

- Minimum of five (5) years working experience in performing similar and related works; and,
- At least 3 years working with foreign-assisted projects (FAPs).

**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; and,
- Ability to work independently and result oriented.

**Reporting Responsibilities:**

The PDA shall report directly to the PSO I-BUILD Component Head and shall provide a semi monthly basis (15<sup>th</sup> and 30<sup>th</sup> day of the month) written accomplishment report.

Only applications received on or before December 22, 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, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records, and other credentials 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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