

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
ONE (1) BUDGET SPECIALIST

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) BUDGET SPECIALIST.

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

One (1) Budget Specialist

The Budget Specialist will provide services, inputs, and support to the Project’s implementation and capacity –strengthening activities for the PRDP. 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 Finance Unit Head and Senior Finance Specialist who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the tasks of the Budget Specialist will include but not limited to the following:

- Processes of the Obligation Requests chargeable against Project’s funds;
- Maintains and records allotment in the Registry of Allotment and Obligations for each financial transactions;
- Prepares monthly statement of Appropriation, Allotment, Obligations, Disbursements and Balances for submission to NPCO;
- Assists and coordinates with Component and Unit Heads in the preparation of annual budget proposal for submission to NPCO;
- Reviews the budget estimate submitted by RPCOs, components and units and consolidates them;
- Analyzes, reviews and processes financial transactions and other supporting documents to determine the completeness of requirements;
- Assists in the targeting of disbursement of PRDP-PSO Mindanao Cluster and ensures that the disbursement targets are attained/ followed and revise an update, if necessary; and,

- Performs other tasks as deemed necessary in relation to the component's deliverables and/or as required by the management.

Qualifications

- Education: Must have a Bachelor's Degree in Public Administration, Business Administration, Public Finance, Management or other related fields.

Experience:

- Have at least 3 year experience in financial management or other related financial operations;
- Knowledge in the financial management policies and procedures of the Government of the Philippines and multilateral financial institutions (e.g, World Bank); and,
- Experience in other Foreign Assisted Projects (FAPs) is an advantage.

Knowledge, Skills, and Abilities:

- Willingness to conduct field work, if necessary;
- Tenacity to follow through the complete assigned tasks and meet various deadlines;
- Ability to work independently as well as in a team;
- Ability to work under pressures;
- Computer literate (MS Word, Excel and PowerPoint);
- Proficient in oral and written communications; and,
- Ability to work with initiative and minimum supervision.

Reporting Responsibilities:

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

Only applications received on or before January 23, 2015 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 and Comprehensive CV 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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