

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) TECHNICAL WRITER

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) TECHNICAL WRITER

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) TECHNICAL WRITER

The TECHNICAL WRITER shall provide his expertise in undertaking a preparation all PRDP reports, DPDs/Project presentations and materials. He/she shall also provide assistance in preparing and/or editing other project documentation like System's manual, user's guides, briefing kits, training modules, office correspondence, etc.

Specifically, the Technical Writer is expected to:

1. Prepare PRDP reports, presentation materials and other documentation needed by internal and external clientele in concurrence by immediate head and the Project/Deputy Project Director to include: Monthly progress reports; Quarterly, semi-annual progress reports, Technical Annual Report, System's Manual, User guides, training modules, briefing kits and others;
2. Establish archive of final reports;
3. Perform other related functions as may be assigned by the Project/Deputy Director

QUALIFICATIONS:

Education: The Technical Writer must be a graduate of Development Communication, Mass Communication or any related 4-year degree course.

Work Experience and Expertise: He/She must have at least 2 years of professional work experience in the preparation of reports and other project documentation. Preference is given to individuals who were previously involved in the preparation of assessment reports and must have experience in the Project Development Project. With published documents is a plus factor.

Other qualifications (Competencies and skills):

- Must have strong writing, editing, and communication skills;
- Must demonstrate the principle of completed staff work;
- Must be able to work quickly and efficiently on documents and tasks while still maintaining quality of work;
- Ability to work under pressure and to deadlines;
- Demonstrated ability to develop and maintain effective work relationships and to work in teams;
- Must demonstrate initiative for preparation, and reviewing of reports;
- Computer literate particularly in word processing, spreadsheets and Power point; and
- Able to manage multiple assignments to meet established deadlines.

Reporting Responsibilities:

He/She would report directly to the PRDP Deputy Project Director. He/She will also work in close coordination with M&E Specialist and other Components/Units to collect information and meet documentation requirements.

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 mrpd_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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Project Support Office-Mindanao

1/4 Flr Alvarez Building, Mamay Road, Lanang Davao City

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E-mail: mrpd_pso@yahoo.com