



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office-Mindanao
2-4 F. Alvarez Bldg, Angliongto Sr. Ave, Lanang, Davao City

NOTICE OF HIRING

PROJECT DEVELOPMENT ASSOCIATE

The Philippine Rural Development Project is currently looking for applicants to fill up the newly opened position of ONE (1) PROJECT DEVELOPMENT ASSOCIATE.

This post will be based at the Project Support Office at Alvarez Bldg., Angliongto Avenue, Davao City and his/her service is expected to commence on February 16, 2015 .

TERMS OF REFERENCE

Job Title (Administrative)	: PROJECT DEVELOPMENT ASSOCIATE
Official Station	: Project Support Office (PSO) Mindanao
Reporting Responsibilities	: He/She shall report directly to the I-BUILD Component Head
Job Type	: CONTRACTUAL
Job Description	: The Project Development Associate (PDA) shall oversee the overall administrative and document control to the I-BUILD COMPONENT. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

SPECIFIC TASKS:

- Assists the I-BUILD COMPONENT Unit 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 Unit;
- Encoding of documents and reports;
- Facilitate the Unit in program trainings; and
- Performs other task as maybe assigned by the Unit Head.

Qualifications:

Education:

- Must be a graduate of Civil engineering course preferably Licensed Civil Engineer.

Experience:

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

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;
- Can work independently and result oriented.

Reporting Responsibilities:

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

Only applications received on or before February 11, 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 mr dp_pso@yahoo.com/prdp.psomin@gmail.com.

LEALYN A. RAMOS, Project Director

PHILIPPINE RURAL DEVELOPMENT
PROJECT Project Support Office-
Mindanao

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