

PRDP-RPCO 9 is currently looking for ONE (1) PROJECT DEVELOPMENT ASSOCIATE

Scope of Work

Infrastructure Development Component-

- Project Development Associate for Infrastructure Development Component
- Specifically, the tasks of the Infrastructure Development- Project Development Associate will include but not limited to the following:
 - Assists the Infrastructure Development 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 (4) years working experience in performing similar and related works; and,
- At least 3 years working with foreign-assisted projects (FAPs).

Knowledge/Skills/Abilities:

- Good 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 RPCO 9 Infrastructure Development Component Head and shall provide a semi monthly basis (15th and 30th day of the month) written accomplishment report.

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 . Kindly indicate the position that the applicants are applying for as the subject.

CONSTANCIO G. ALAMA, Project Director

PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Coordinating Office 9 -

Zampiarc, SanitoIpil, ZamboangaSibugay

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Dateline of submission of application: **JANUARY 9, 2015**