

Project Development Associate (PDA) - Info ACE

REQUEST FOR EXPRESSION OF INTEREST

PROJECT DEVELOPMENT ASSOCIATE (PDA)

Information, Advocacy, Communication and Education (InfoACE) Component, RPCO IX

1. **1. Background**

1. **A. Philippine Rural Development Project (PRDP)**

PRDP is a six-year project (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

1. **B. The Project Approach**

The approach of the program is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

1. **C. Project Development Objectives**

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

A. Objective and Scope of the Services to be provided

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the support to the concerned component/unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

B. Job Description

Reporting directly to the concerned component/unit head, the PDA shall oversee the provision of necessary technical support to ensure effective, efficient and timely conduct and delivery of information and communication activities of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

C. Duties and responsibilities

1. Prepares initial drafts of correspondence and documents coming from the concerned component/unit;
2. Assists in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event;
3. Documents all projects from pre to post implementation in stills and video;
4. Interviews project recipients and writes, news, features and success stories for publication;
5. Writes scripts for video documentary, radio and TV plugs
6. Writes reports and submits the same to the component head for review and approval;
7. Assists in the formulation of popularized IEC materials for dissemination;
8. Designs materials for exhibit; and
9. Travels and attends meetings within the region or in the Philippines with the components/unit heads and provides administrative support.

D. Required qualifications

1. Above average written and oral communication skills in the English language and excellent in Visayan/Cebuano dialect.
 2. Perform and prioritize multiple tasks with attention to details.
 3. Can work both in a team and individually even without a preceptor.
 4. Computer literate. Can layout information materials such as leaflet, pamphlet, poster, calendar and billboard
 5. Very strong knowledge in advocacy and IEC campaign activities.
 6. Strong interpersonal and teamwork skills.
 7. Willingness to do field work.

E. Educational Requirements

A graduate of Development Communication, Mass Communication, Bachelor of Arts in English, Bachelor of Science in Education Major in English.

F. Experience

At least 2 years experience in information and communications-related job.

G. Documentary Requirements:

1. Application letter with Personal Data Sheet (CSC - PDS) Form;
2. 2X2 latest pictures
3. Certified True Copy of School Transcript of Record;
4. Certificate of Trainings Attended;
5. Certificate of previous employment;
6. Certified copy of Civil Service Rating , Government Licenses (if applicable)

Deadline of submission of application and all required documents must not be later than

February 28, 2015, addressed to :

CONSTANCIO G. ALAMA

Regional Director /RPCO Head

Philippine Rural Development Project

Regional Project Coordination Office-9

Sanito, Ipil, Zamboanga Sibugay

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