

TERMS OF REFERENCE

JOB TITLE	:	One (1) EXECUTIVE ASSISTANT
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP RPCO 10 Coordinator
JOB TYPE	:	Consultancy
NATURE OF JOB	:	Office and Fieldwork
MONTHLY SALARY	:	Php 30,000.00

Background:

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

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).

Job Description

Reporting directly to the RPCO Coordinator, the Executive Assistant shall oversee the delivery of specified milestones of every component of PRDP RPCO 10. He/She shall ensure that necessary technical specifications and requirements of every component/unit were met.

Duties and Responsibilities

1. Assist the RPCO Coordinator in ensuring compliance by PRDP-RPCO Staff to the administrative and personnel policies of the Project;
2. Assist the RPCO Coordinator in the formulation of internal office administrative and personnel guidelines, systems, procedures and ensure the installation and observance of such concerns;
3. Plan, install and supervise a system of records and documents filing and retrieval and takes custody of such;
4. Act as primary point of contact between the Office of the RPCO Coordinator and other components and units of the Project.
5. Assist in the review of contracts, orders, vouchers, and related documents before final dispositions.
6. Prepare needed communications;
7. Track and act on communications for action;
8. Overall in charge of the Project Administrative concerns and related activities; and,
9. Perform other related duties as may be assigned by the RPCO Coordinator.

Expected Output

1. PRDP Admin policies/guidelines monitored;
2. Internal admin issuances prepared and monitored;
3. Record system installed and supervised;
4. PRDP Team members assisted;
5. Documents reviewed;
6. Communications prepared;
7. Communications acted;
8. Activities coordinated;
9. Monthly report submitted.

Qualification

Education

1. Graduate of any four (4) year course, preferably agri-related or development oriented courses

Experience

1. Minimum of two (2) years' experience in working with foreign assisted and special project implemented by government and non-government agencies.

Other qualifications

1. Proficient in Microsoft Office applications;
2. With 40 hours training related to Human Resource Management, communications, leadership and the like
3. Familiarity with foreign-assisted projects like PRDP and/or rural development projects.
4. Proven skills (Leadership, awards and citations)