

## **TERMS OF REFERENCE (TOR)**

Component/Unit : I-SUPPORT ADMINISTRATIVE UNIT

Job Title : Driver

### **BACKGROUND**

The PRDP is a six-year (2013-2018) initiative envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The project 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 Fisheries Productivity (I-REAP) and 4) Implementation Support (I-SUPPORT)

### **SCOPE OF WORK:**

The Driver shall:

1. Transport the National Project Director/National Deputy Project Director and NPCO staff to and from place where official business is transacted;
2. Monitoring the status and condition of the vehicle under his responsibility and initiates request for its needed maintenance and repair;
3. Regularly cleans the vehicle under his responsibility;
4. Sees to it that the vehicle under his responsibility is in safe premises, whenever if it is not in use;
5. Maintains a record of all trips made as well as the consumption of fuel and other materials used for the operations and maintenance of vehicle;
6. Performs minor engine/electric trouble shooting;
7. Assist in the delivery of PRDP documents;
8. Require to render service during Saturdays, Sundays and holidays and beyond the designated official working hours; and
9. Performs other functions as may be directed by the National Project Director/National Deputy Project Director and/or Supervisor from time to time

**REQUIRED QUALIFICATIONS:**

1. High school graduate
2. With Professional Driver's License
3. Minimum of two (2) year experience in working foreign-assisted and special project implemented by government/non-government agencies.
4. Must be able to read and write.

**DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

The driver shall report directly to the Administrative Unit Head and shall provide on a semi monthly basis (15<sup>th</sup> and 30<sup>th</sup> day of the month), and written accomplishment report.

**JOB LOCATION:**

Philippine Rural Development Project-National Project Coordination Office (PRDP-NPCO), Department of Agriculture Building, Elliptical Road, Diliman, Quezon City