



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 6, Iloilo City
PHILIPPINE RURAL DEVELOPMENT PROJECT
PROJECT SUPPORT OFFICE – VISAYAS
Regional Project Coordinating Office No. 6
Tel. No/s. (033) 337 88 12

TERMS OF REFERENCE (TOR)

for

WEBSITE ADMINISTRATOR

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of an individual for the position of **Website Administrator**. The individual to be hired will be engaged to provide services, inputs and support to the Project implementation and capacity-strengthening activities for the PRDP. The following are the works to be accomplished and the qualification of the individual to be hired for the Project.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

As a Web Administrator, the person is mainly tasked to serve as described hereunder:

- Manage the posting of contents (e.g. news articles, event calendar) and development of new functionality on PRDP website and other social networking account of the project.
- Monitor troubleshoot optimized website applications:
- Promptly answer web-support related emails, phone calls and other communications;
- Promote project advocacy, project and success stories to social media; and

1. REQUIRED OUTPUT AND DELIVERANCE

- He/she shall maintain/update the PRDP website through posting of news articles, photo, video, event, etc.;
- He/she will maintain accounts of PRDP (e.g. Facebook, Twitter, Blog);
- He/she will respond promptly to queries sent over web emails and social networking site;
- He/she will assist in training counterparts in PSOs, RPCOs and PPMIUs
- He/she be directly under the supervision of the InfoACE Unit Head.

2. REQUIRED QUALIFICATIONS

- Bachelor's degree on Computer Science, Information Technology or equivalent;
- Experience with major Content Management Systems (preferably Drupal or Joomla);
- Can understand data base architecture, software and data base management system;
- Experience in Flash and related scripting
- Strong problem solving skills;
- Excellent communication (oral and written), interpersonal, organizational, and presentation skills;

In addition, the applicant should have;

- Able to work independently, demonstrate initiative, take direction and collaborate well with others;
- Good eye for details;
- Good analytical skill; and
- Willingness to keep up to date with development in technology.

RECOMMENDING APPROVAL:

DR. JOYCE S. WENDAM, CESO IV

RPCO 6 Focal Person and Regional Technical Director

APPROVED:

ENGR. ROY M. ABAYA

Acting Regional Executive Director

PRDP Project Director

PSO - Visayas Cluster