

TERMS OF REFERENCE

Component/Unit : I-SUPPORT ADMINISTRATIVE UNIT
Job Title : Administrative Assisatnt

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 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

SCOPE OF WORK:

The Administrative Assistant shall:

1. The Administrative Staff shall be responsible for the clerical servies, property management, office maintenance, payroll keeping, personnel records, central files and other general administrative duties in the NPCO; and
2. Perform other task that may be assigned by the Deputy Project Director and/or Immediate Supervisor.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The Administrative Staff shall report directly to the Deputy Program Director and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.

QUALIFICATION STANDARDS:

- College degree in Business Administration or other related courses.
- One (1) year relevant experience.
- Minimum of four (4) hours of relevant training.
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel and power point

JOB LOCATION:

PRDP- NPCO at DA, Quezon City