

## **TERMS OF REFERENCE**

Component : I-BUILD  
Job Title : Project Development Assistant (PDA)  
Status : Technical Staff

### **OVERALL SCOPE OF WORK:**

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

### **SPECIFIC TASKS:**

1. Assists the I-BUILD component in the proper filing of engineering documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc.. ) for the Unit;
5. Encoding of documents and reports (eg. Manuals);
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and
8. Performs other task as may be assigned by the RPCO-BUILD Component Head.

### **DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

The PDA shall report directly to the RPCO I-BUILD Component Head.

### **QUALIFICATION STANDARDS:**

#### **Education:**

- The PDA shall be a graduate of any Bachelor's Degree preferably Engineering, Computer and Social Sciences.

**Experience:**

- Minimum of three (3) years working experience in performing similar and related works. At least 1 year working in foreign assisted projects or special programs.

**Knowledge/Skills/Abilities:**

- He/She must have initial understanding of the different engineering technical documents ( *Program of Work, Engineering Plans, etc..* ).
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.

**JOB LOCATION:**

- Regional Project Coordination Office (RPCO), DA-Caraga, Butuan City

Approved by:

**EDNA M. MABEZA,Ph.D**  
Acting Director IV