



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office IX
DA-Research Complex, Sanito, Ipil, Zamboanga Sibugay
Telefax No. (062)-333-2508

The Philippine Rural Development Project (PRDP) under its
SOCIAL AND ENVIRONMENTAL SAFEGUARDS (SES) UNIT

IS NOW HIRING

ONE (1)
PROJECT DEVELOPMENT ASSOCIATE (PDA)

Job Type : Contract of Service
Monthly Salary : Php 25,000.00
Official Station : PRDP - Regional Project Coordination Office IX,
DA-Research Complex, Sanito, Ipil, Zamboanga Sibugay

OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers administrative and technical support to the Unit's daily activities and proper functioning of the office.

SPECIFIC TASKS:

1. Assists the SES Unit in the proper filing of social and environmental documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.) for the Unit;
5. Encoding of documents and reports;
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 maybe assigned by the SES Unit Head.

QUALIFICATIONS:

Education:

- Graduate of any Bachelor's Degree related courses preferably in Agriculture, Management or any Social Sciences Courses

Experience:

- Minimum of five (5) years working experience in performing similar and related works. At least 3 years working experience with foreign assisted projects.

Knowledge/Skills/Abilities:

- Must have initial understanding in the preparation of Feasibility Studies and Business Plans;
- 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;
- A drive for results while working with limited supervision and under tight timelines;
- Willingness to conduct field travels.

Interested applicants may submit application letter with resume and credentials not later than June 27, 2016 to:

CONSTANCIO G. ALAMA

Project Director

Department of Agriculture

PRDP-Regional Project Coordination Office IX

DA-RESEARCH Complex, Sanito, Ipil, Zamboanga Sibugay