

Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office
DA-RFO13, Capitol Site, Butuan City

REQUEST FOR EXPRESSIONS OF INTEREST
FINANCE ANALYST II

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of ONE (1) FINANCE ANALYST II.

The PRDP is a six-year (2013-2018) initiative of the government 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 Support to PRDP (I-SUPPORT).

Scope of Work

One (1) Finance Analyst II

The Finance Analyst II will provide services, inputs, and support to the Project's implementation and capacity –strengthening activities for the PRDP. He/She will be stationed in the Regional Project Coordination Office-13 based in Butuan City. He/She will be directly under the supervision of the Finance Unit Head will be reporting to the Project Director of RPCO in close coordination with the Deputy Project Director.

Specifically, the tasks of the Finance Analyst II will include but not limited to the following:

- Prepares monthly statement of receipts and expenditures (SRE) of RPCO for audit;
- Prepares Annual Statement of Sources and Application of Funds (SSAF) of RPCO for audit by COA and issuance of Audit Certificate;
- Prepares monthly Statement of Expenditures (SOE);
- Prepares monthly consolidated SRE and SSAF;
- Reviews SRE and SSAF submitted by LGU;
- Prepares Work and Financial Plan (WFP) for RPCO;
- Consolidate the RPCO Work and Financial Plan (WFP) submitted by the components and unit heads;

- Prepares budget proposal for the year and coordinate with the PSO on budget matters;
- Assists in the monitoring of disbursements of LGUs and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
- Assists in the preparation of financial plan and disbursements of LGUs and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
- Assist in the preparation of financial plan and disbursement schedules;
- Prepares/consolidates the annual financial report of PRDP;
- Assist in the conduct of financial planning and forecasting;
- Assists to ensure efficient flow of funds from sourcing to disbursement;
- Assists in the conduct of establishing a system of internal control;
- Assists in the review and recommend for approval the disbursements and withdrawal applications for Statement of Expenditures (SOEs);
- Reviews liquidation reports and supporting documents submitted by LGU's;
- Monitor and maintain records of fund releases to LGUs;
- Assist in the monitoring of the over-all receipts and expenditures of funds of PRDP;
- Reviews and consolidates the SOE submitted by the LGUs;
- Assists in the preparation of annual and overall budget plan of PRDP;
- Assists in the conduct of financial management training and served as resource person;
- Perform other functions as may be directed by the Program Director and / supervisor from time to time;

Required Qualifications

The Finance Analyst II must have a degree in public administration, business administration, organizational development, public finance management or related fields. He /she must have at least one(1) year of demonstrated work experience as a financial analyst.; and must have good knowledge of the financial management policies and procedures of Government of the Philippines, multilateral financial institutions (e.g World Bank) as well as of the institutional, technical, and commercial aspects of financial management. Experience in foreign assisted projects is an advantage.

Only applications received on or before July 14, 2016 at 05:00 PM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, Certificate of Previous Employment, Certified True Copy of School Transcript of Record to the address below or email to prdp.proc13@gmail.com. Kindly indicate the position that the applicants are applying for as the subject.

EDNA M. MABEZA, PH.D

Acting Director IV

PRDP RPCO Project Director

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