

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office – Mindanao Cluster
Alvarez Bldg., Angliongto Sr. Ave., Lanang, Davao City
Tel. No. (082) 235-8664; Fax (082) 235-8665

REQUEST FOR EXPRESSIONS OF INTEREST
FINANCE UNIT HEAD

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 UNIT HEAD.

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

FINANCE UNIT HEAD

The Finance Unit Head will supervise the day to day Financial Operations of PSO Mindanao Cluster. He/She will be responsible in the delivery of specified milestones of PRDP under the Finance Unit and will be stationed in the Project Support Office (PSO) based in Davao City. He/She will be directly under the supervision and reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the Finance Unit Head will be tasked to undertake the following:

- Review the Work and Financial Plan of the PRDP projects;
- Prepare Project Cash Flow or cash forecast for submission to the World Bank;
- Ensure that the Project Consolidated Book of Accounts are in place and updated;
- Review the Project Management Financial report (component basis) and analyze actual disbursement against financial plan;
- Determine factors of variances of actual disbursement and accomplishment against works and financial plan of each Component as a requirement for the submission of quarterly Interim Financial Report(IFR);
- Prepare the project Financial Report for submission to PSO management, DA, SPCMAD, World Bank and other agencies;
- Monitor and analyze on a periodic basis the budget status and actual disbursement levels of loan proceeds, GOP Counterpart and LGU Equity;
- Ensure prompt submission of Statement of Expenditures(SOE) and Statements of Receipts and Expenditures(SRE) within the service standards;

- Monitor the status of the Designated Account by regularly reviewing the reconciliation statements and analysis;
- Act as resource person during workshop and meetings;
- Prepare Quarterly Interim Financial Report (IFR) as required by the World Bank;
- Coordinate with DA-SPCMAD, DBM and World Bank on Matters affecting budgets, fund releases, financial report, audits and disbursement levels;
- Recommend amendments/additions/revisions to the Financial management System Manual and DA-PRDP;
- Provide regular financial advisory services to the Component Head and Projects Director;
- Prepare and analyze Report of checks Issued (RCI) as a source document for preparation of PSO SOE and SRE;
- Prepare monthly and quarterly consolidated SRE for the PSO Mindanao cluster;
- Coordinate with Department of Agriculture RFO XI on the operations of Designated account or Dollar Account;
- Assist the Project Accountant on the preparation of responses/implementation of Audit Observation and Management (AOM);
- Perform other duties as may be assigned by the Project Director.

Qualifications

Education:

- Graduate of Bachelor of Science in Commerce [(BSC) or Bachelor of Science in Accountancy;
- Must be a Certified Public Accountant(CPA);

Experience:

- Minimum of ten (10) years of professional experience in foreign assisted project;
- Minimum of 48 hours training on Financial Management and reports generation;
- Must have prior familiarity with World Bank financial policies;

Knowledge, Skills, and Abilities:

- Possess good oral and written communication skills;
- Willing to conduct field travels.

Reporting Responsibilities:

The Finance Unit Head will be directly under the supervision and reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Only applications received on or before **August 30, 2016 at 10:00 AM** will be considered.

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

LEALYN A. RAMOS, Project Director

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