

PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE

Component/Unit : I-SUPPORT - Social and Environmental Safeguards
Job Title : Project Development Associate (PDA)

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 Specialists' 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 project facilitation during trainings; and
8. Performs other task as maybe assigned by the NPCO SES Unit Head.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The PDA shall report directly to the NPCO SES Unit Head.

QUALIFICATION STANDARDS:

Education:

- The PDA shall be a graduate of any Bachelors Degree related courses preferably in Agriculture, Management or any Social Sciences Courses

Experience:

- Minimum of two (2) years working experience in performing similar and related works. At least 1 year working with foreign assisted projects.

Knowledge/Skills/Abilities:

- He/She must have initial understanding in the preparation of Feasibility Study and Business Plan;
- 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.

JOB LOCATION:

- National Project Coordination Office (NPCO), DA, Quezon City