Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

**Philippine Rural Development Project**

Project Support Office (PSO) Visayas Cluster

3rd Flr. Evangeline Bldg., R. Colina St., Ibabao-Estancia

Mandaue City, Cebu 6014

Tel Nos (032) 349-2824/2826

Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**For**

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**EXECUTIVE ASSISTANT**

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**OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The **EXECUTIVE ASSISTANT** will be engaged to provide services, inputs and support to the Project’s implementation and capacity-strengthening activities for the PRDP. The Executive Assistant will report directly to the Deputy Project Director as the primary point of contact for the internal and external constituencies on all matters pertaining to the Office of Deputy Project Director.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES**

1. Acts as Liaison to the Project Management teams, whether the National and support/regional project offices;
2. Organizes and coordinates executive outreach and external relations efforts;
3. Represents the Deputy Project Director by welcoming visitors, reviewing correspondences and arranges program functions, answers queries and meeting requests directed to the Deputy Project Director;
4. Monitors activities and determines schedules to be prioritized, ensures the implementation time and gain cooperation of others, problem-solving and making adjustment to plans;
5. Travels and attends meeting with the Deputy Project Director and prepares minutes, action lists and provides administrative support;
6. Prioritizes conflicting needs and handle matter expeditiously, proactively and follows through on project implementation to successful completion of projects; and
7. Prepares initial drafts of correspondences and documents coming from the office of the Deputy Project Director.

**REQUIRED QUALIFICATION**

1. **Education**

Degree in any Communication, Business related course.

1. **Job Knowledge/Skills/Experiences**
   * + 1. Minimum of five (5) years’ experience in providing executive support;
       2. Minimum of two (2) years’ work experience and interest in internal and external communications, rural and institutional development;
       3. Minimum of two (2) years’ work experience in foreign-assisted and special projects implemented by the government and non-government agencies;
       4. Excellent in written and oral communication;
       5. Strong interpersonal skills.
       6. Can perform and prioritize multiple tasks seamlessly with attention to details;
       7. Proactive approach in problem solving with strong decision making capability;
       8. Highly resourceful team player and can work independently; and
       9. With ability to handle confidential information with discretion.

**APPROVED:**

**REMELYN R. RECOTER, MNSA. CESO III**

Regional Executive Director, DA-RFO VI/

Project Director