**TERMS OF REFERENCE**

Component : I-BUILD

Job Title : Project Development Associate (PDA)

**OVERALL SCOPE OF WORK:**

The Project Development Associate (PDA) shall oversee the overall administrative, document controland technical support to the I-BUILD component. The PDA’s overall function covers administrativeand technical support to the Specialists’ daily activities and proper functioning of the office.

**SPECIFIC TASKS:**

1. Assists the I-BUILD Unit in the proper filing of engineering documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules,prepare travel orders, liquidation of cash advances for office supplies, etc.. ) for the Unit;
5. Encoding of documents and reports (eg. Manuals);
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 NPCO I-BUILD Head.

**DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

The PDA shall report directly to the NPCO I-BUILD Head.

**REQUIRED QUALIFICATIONS:**

* Bachelor’s degree and at least three (3)yearsexperienceon technical and administrative works
* 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.
* Can work independently and result oriented.
* Able to work with under pressure
* Willing to travel, if necessary

**JOB LOCATION:**

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