



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Project Support Director

TERMS OF REFERENCE
Administrative Unit Head

I. Background

- A. Philippine Rural Development Project (PRDP)** is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the services of individuals for the position, **Administrative Unit Head**. The individuals to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP. The following are the positions available, works to be accomplished and the qualifications of individuals to be hired for the Project:

A. Position & Responsibilities:

As Administrative Unit Head, the person is mainly tasked to serve as described hereunder:

- Manage the provision of high quality and sustainable administrative support and personal assistance to the Director and the PSO staff to enable smooth running of the operations and delivery of strategic objectives.
- Develop and set up the Project's recording and filing system and maintain the overall documentation and information procedures for the Project Support Office.
- Organize office operations and procedures.
- Ensure that the office is established in accordance with the wishes of the Project Director and all facilities and equipments are in place to enable the office to carry out its tasks.
- Facilitate the procurement of office's communication systems i.e., telephone, internet and postage, etc.
- Ensure general office administration and attendance of Project Support Office personnel.
- Oversee and directly supervise Project Support Office staff and evaluate their performances through the review of completed work assignments including addressing staff requirements, needs and resolve problems internally.
- Keep details of all petty cash expenses (i.e., vehicle maintenance) with proper approval from the Director forwarding details of all expense to accounts team and operate within its limits.

B. Required Outputs and Deliverables

- Establish and maintain the office communication systems (i.e., telephone, internet and postage, etc.)
- Assist in ensuring that any documents, general information and reports (i.e., work and travel plans, back-to-office reports, etc.) required by the Project are obtained and maintain library of all such documents in a way that enables immediate access.
- With the Procurement Unit, oversee the procurement and maintenance and replenishment of office inventories/utilities and supplies and maintain adequate stock levels and ensure its serviceability.
- Manage transport needs including travel arrangements for the PSO personnel and the organization and maintenance of vehicles.

Required Qualifications

- Bachelor's degree on Business and Administration and BS Communications, or equivalent;
- At least five years experience in administrative background;

- Computer literate and capable of using Microsoft Project or similar Project Scheduling software;
 - Good communication (oral and written), interpersonal, organizational, and presentation skills;
 - Proactive, efficient and reliable;
- In addition, the applicant should be:
- Able to work independently, demonstrate initiative, take direction and collaborate well with others;
 - Able to work under pressure; and
 - Hardworking and flexible.

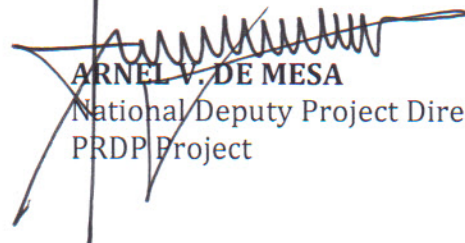
Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be send to prdpluzonb@gmail.com/prpdluzonb.procure@gmail.com and directed to:



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Noted by:



ARNEL V. DE MESA

National Deputy Project Director,
PRDP Project