



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

TERMS OF REFERENCE
ADMINISTRATIVE UNIT HEAD
(PSO Mindanao Cluster)

1. Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

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).

2. Scope of Work

Administrative Unit Head

The Administrative Unit Head will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He / She will be stationed in the Project Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the Project Director/Deputy Project Director of Mindanao.

Specifically, the tasks of the Administrative Unit Head will include but not limited to:

1. Assist the Project Director (PD) and Deputy Project Director (DPD) in ensuring compliance of the office with the administrative and personnel policies of the government and the bank;
2. Assist the PD/DPD in the formulation and manualization of internal office administrative and personnel guidelines, systems, procedures and ensures the installation and observance of such concerns;
3. Plan, installs and supervises a system of records and documents filing and retrieval and takes custody of such;
4. Prepares Work and Financial Plan of the Unit;
5. Take charge of the procurement, storage inventory and issuances of office property and equipment necessary for the efficient operations of the PSO;
6. Review contracts, orders, vouchers, and related documents before final dispositions;
7. Devises, installs and supervise the operation and maintenance of a personnel performance and evaluation system of PSO personnel;
8. Formulate administrative policies with concern to personnel enhancement;
9. Recommend appropriate measures to boosts personnel excellence;





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10. Validation of the General Payroll, Payslip and Administrative documents;
11. Overall in charge of the Program Administrative concerns and related activities;
12. Perform other related duties as may be assigned by the Project Director and Deputy Project Director.

Qualifications

- Education: Preferably a graduate of Bachelor' s Degree in Commerce Major in Public Administration or Management; Human Resource, Social Studies or any related fields

Experience:

- Minimum of 7 years of experience in Administrative Concerns and administrative related works;
- Preferably has an experience working with Foreign Assisted Projects for a minimum of 7 years


Knowledge, Skills, and Abilities:

- Familiarity with PRDP or with other Foreign Assisted Projects within the Department;
- Proficiency in computer skills (MS Office, Excel and Powerpoint);
- Knowledgeable and has experience in administrative works in foreign assisted projects will be an added advantage; and
- Ability to:
 - ✓ Communicate effectively orally and in writing
 - ✓ Work with a team
 - ✓ Work effectively with co-workers, partner agencies, LGUs, etc.

Prepared by:


ROSARY R. ALQUEZA
OIC Admin Unit Head

Approved by:


ARACELI M. MORANO
Deputy Project Director

