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)**

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**PROJECT DEVELOPMENT ASSOCIATE (PDA)**

**to the
 Deputy Project Director**

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

The **Project Development Associate** will be engaged to provide the necessary services, inputs and support to the Office of the PSO Deputy Project Director and shall ensure that tasks, events and all activities are performed/conducted in a timely, efficient and effective manner. The PDA shall ensure that necessary technical specifications and requirements of any expected output/deliverables in the Office of the Deputy Project Director are met.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES**

1. Collaborates with the component/unit heads for the purpose of identifying needs of the activity such as but not limited to workshops, coordination meetings, review and implementation mission;eing
2. Arranges and facilitates meetings and activities of the Project and ensures that necessary information is properly presented and disseminated with participants well informed of the schedule and requirements of the event;
3. Monitors training costs to ensure that services are provided in compliance with the Project’s objectives and guidelines;
4. Organizes the conduct of activities by all component from the catering services, food and hotel accommodation, coordination in preparation and during the conduct activity until its completion;
5. Responds to any inquiries related to the activity for the purpose of resolving problems, providing and conveying the correct information and referring to appropriate personnel;
6. In charge of the timely booking and procurement of various plane tickets of project personnel;
7. Prepares vouchers for the payment of plane fare/tickets, follows up and facilitates the timely disbursement;
8. Ensures that all correspondences are timely sent and feedbacks from receivers are noted;
9. Acts as primary point of contact in the office of the Deputy Project Director;
10. Travels and attends meetings with the Deputy Project Director, prepare action lists and provide administrative support, if necessary; ands
11. Performs other duties and responsibilities as may be directed by the Deputy Project Director.

**REQUIRED QUALIFICATIONS**

1. **Education**

Preferably a graduate of any four (4) year course related to communications/management/social sciences or at least two years study in college

1. **Job Experience, Knowledge/Skills**
2. With at least five years’ experience in administrative or executive assistance;
3. Performs and prioritizes multiple tasks with attention to details;
4. Has organizational skills and can work both in a team and individually,
5. Highly experienced in providing internal and external communication support;
6. Hands-on minimum experience with PRDP;
7. Can perform and prioritize various tasks with attention to details
8. Computer literate with high proficiency in MS word, excel, and power point;
9. Has a drive for results while working with limited supervision and under tight timelines;

 9. Proven and ability to manage multiple tasks simultaneously; and

1. Willing to conduct field travels.

**Approved:**

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

Regional Executive Director, DA-RFO VI/

Project Director