

TERMS OF REFERENCE

Component : I-SUPPORT GGU
Job Title : Project Development Associate (PDA)

OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Geomapping and Governance Unit. The PDA's overall function covers administrative and technical support to the Specialist's and Officer's daily activities and proper functioning of the office.

SPECIFIC TASKS:

1. Assists the Geomapping and Governance Unit in the proper filing of geospatial documents;
2. Assist in updating of PMIS, Geofile and eNOL database;
3. Assist in the review/monitor of I-REAP subprojects;
4. Records all incoming and outgoing documents;
5. Conducts initial checking on the completeness and consistency of GGU related documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
6. 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;
7. Encoding of documents, presentations and reports (eg. Orientation Materials);
8. Assists in the maintenance of database, consolidation of progress reports and submission to appropriate concern offices;
9. Assists the Unit in program facilitation during trainings; and
10. Performs other task as maybe assigned by the PSO GIS Data Specialist.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The PDA shall report directly to the PSO GIS Data Specialist.

QUALIFICATION STANDARDS:

Education:

- The PDA shall be a graduate of any Information Technology or related courses preferably Agriculture, Engineering,

Experience:

- Minimum of Three (3) years working experience in performing similar and related works.

Knowledge/Skills/Abilities:

- He/She must have initial understanding in the GIS standards and applications
- 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.


JOB LOCATION:

- Project Support Office – Luzon A, DA-RFO-3, San Fernando, Pampanga

Prepared by:


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Approved by:


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