



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 8, Tacloban City
Office of the Project Director
Philippine Rural Development Project
Regional Project Coordination Office No. 8 (RPCO8)
Tel. Nos. (053) 325-7242; (053) 325-9618; (053) 325-9883
Email: prdp.rpco8@gmail.com

TERMS OF REFERENCE

JOB TITLE : **PROJECT DEVELOPMENT ASSOCIATE (PDA) (I-BUILD) (1 POSITION)**

OFFICIAL STATION : Regional Project Coordination Office 8 (RPCO 8), Department of Agriculture, RFO 8, Tacloban City

JOB TYPE : Individual Consultant - Contractual

JOB DURATION : Three (3) Months

MONTHLY SALARY : Php ~~30,000.00~~ 30,000.00

OBJECTIVE and SCOPE OF THE SERVICES TO BE PROVIDED:

The PDA shall oversee the overall administrative control and technical support of the I-BUILD Component. The PDA's overall function covers administrative and technical support to the Engineers' daily activities and proper functioning of the office.

JOB DESCRIPTION:

Report directly to the I-BUILD Component Head, and oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/training/meetings of the concerned Component/Unit. Ensure that necessary technical specifications and requirements of the concerned Component/Unit are met.

DUTIES AND RESPONSIBILITIES:

1. Assist 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 concerned specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepares travel orders, liquidation of cash advances for TEV, etc..) for the Unit;
5. Encodes documents and reports;
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concerned offices;
7. Assist the Unit in program facilitation during training; and
8. Performs other task as may be assigned by the RPCO I-BUILD Head.

QUALIFICATIONS:

A. Education Requirements

1. The PDA must be a graduate of any Engineering course like Agriculture, Civil, Computer or Geodetic Engineering.

B. Experience

1. Minimum of three (3) years working experience in performing similar and related works.




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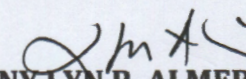

C. Knowledge, Skill and Abilities

1. He/ She must have an initial understanding in the preparation of engineering technical documents (Program of Works, Detailed Engineering Design and Estimates, Engineering Plans, etc.);
2. Proficient in written and oral communications;
3. Computer literate with high proficiency in MS Word, Excel and PowerPoint;
4. Proven organizational skills and ability to manage multiple tasks simultaneously; and
5. Can work independently and result-oriented.

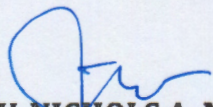
Prepared by:


ENGR. ALMA P. LANDIA
I-BUILD Component Head
PRDP-RPCO 8

Recommending Approval:


JENNY LYN R. ALMERIA, Ph.D.
Deputy Project Director
PRDP-RPCO 8 

Approved by:


U-NICHOLS A. MANALO
OIC - Regional Executive Director and
Project Director
PRDP-RPCO 8