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)**

**FOR**

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**ADMINISTRATIVE OFFICER I**

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

The PRDP would like to invite the services of individual for the position of **Administrative Officer I.** The individual to be hired will be engaged to provide services, inputs and support to the Project’s implementation and capacity-strengthening activities for the PRDP.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Assists the Administrative Unit Head in directing and supervising the administrative functions of the PSO;
2. Assists and coordinates all the activities of the PSO Components and Units;
3. Reviews and supervises the work of administrative staff;
4. Drafts/prepares correspondence on administrative and other Project matters;
5. Prepares and facilitates payment of catering, supplies and PPE;
6. Assists the PSO-SBAC on the procurement activities of the Project;
7. Assists in the preparation of Project inventory reports of assets, property and equipment
8. In-charge of various supply and property activities such as inspections, deliveries, storekeeping, buying and property control;
9. Prepares Purchase Requests, Acknowledgement Receipts for Equipment/Property (ARE) and Inventory Custodian Slip (ICS) issued to personnel;
10. Ensures all supplies and office equipment of PSO are recorded properly and maintained;
11. Conducts project inventory of all property, plant and equipment; and prepares the corresponding inventory reports;
12. Recommends disposal of unserviceable materials and equipment; and
13. Performs other functions as may be directed by the Project/Deputy Project Director and/or Supervisor.

**REQUIRED QUALIFICATIONS**

1. **Education**

Bachelor’s Degree in management, business administration or any related field.

1. **Job Experience Skills and Knowledge**
2. Extensive professional experience related to facilitation of travels, coordination with organizations, hotels, business outfits during trainings, workshops and meetings;
3. Has three (3) years relevant experience;
4. Proficiency in computer skills (MS Office, Excel and Powerpoint);
5. Able to work independently and with a team;
6. Willing to travel as deemed necessary; and
7. Familiarity with /PRDP or other Foreign Assisted Projects is an advantage.

**APPROVED:**

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

Regional Executive Director, DA-RFO VI/

Project Director