



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PROJECT SUPPORT OFFICE (PSO)
LUZON A CLUSTER
Capitol Compound, Sto. Niño
City of San Fernando, Pampanga

TERMS OF REFERENCE (TOR)

Component : I-SUPPORT
Job Title : **Executive Assistant**

BACKGROUND:

The PRDP is a six-year (2014-2020) initiative envisioned to increase farm and fishery productivity and incomes in targets areas in all 16 regions of the country. The project seeks to achieve this objective by improving access of framers and their industry players to strategic networks of infrastructure, market information and support services. Specific investment and intervention are to be implemented under four central components of the project, 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) I-SUPPORT

OVERALL SCOPE OF WORK:

The Executive Assistant will be engaged to provide services, inputs and support to the Projects' implementation and capacity-strengthening activities for the PRDP. The EA will perform a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties. Duties required considerable confidentiality, initiative, tact and mature and independent judgment.

SPECIFIC TASKS:

1. Represent the Project Director by welcoming visitors, reviewing correspondence, and arranging projects functions; answer questions and meeting requests directed to the Project Director;
2. Assist the components and unit heads make consistent decisions by providing quality inputs and serving as liaison between them and the Project Director;
3. Arrange program travels and meetings by developing itineraries and agenda; arranging lodgings and meeting accommodations;
4. Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving and making adjustment to plans;
5. Travel and attend meetings with the Project Director and prepare minutes, action lists and provide administrative support, if necessary;
6. Prioritize conflicting needs; handle matters expeditiously; proactively follows through on-project implementation to successful completion of project;
7. Prepare initial drafted of correspondences and documents coming from the office of the Project Director;
8. Performs other tasks as may be assigned by the Project Director.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

Reporting directly to the Project Director, the EA provides executive support for the office. The EA serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of

the Project Director. The EA also serves as a liaison to the component & unit heads and Project support offices.

QUALIFICATION STANDARDS:

Education:

- Bachelor degree holder in any Communications or Administrative Course.

Experience:

- Minimum of Two (2) years of work experience in providing executive support;
- Minimum of two years experience and interest in internal and external communications, rural development and institutional development;
- Proficient in Microsoft Office applications; and
- Minimum of two (2) years experience in working with foreign-assisted and special project implemented by government/non-government agencies.

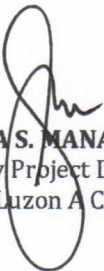
Knowledge/Skills/Abilities:

- Excellent written and oral communication skills
- Perform and prioritize multiple tasks seamlessly with attention to details
- Strong interpersonal skills
- Proactive approach in problem solving with strong decision making capability
- Highly resourceful team player but can also work independently
- Ability to handle confidential information with discretion


JOB LOCATION:

- Project Support Office (PSO), Luzon-A Cluster, DA RFO3, Capitol Compound, Sto. Nino, City of San Fernando, Pampanga.

Prepared by:


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PSO Luzon A Cluster

Approved by:


ENGR. ROY M. ABAYA
Regional Executive Director and
PRDP Project Director
PSO Luzon A Cluster