



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 6, Iloilo City
Office of the Project Director
PRDP Project Support Office (PSO) for Visayas
Tel. Nos.: (033)330-1722; (033)337-3549; Fax: (033) 336-4221
Email: psovisayas@gmail.com

TERMS OF REFERENCE (TOR)

For

PROJECT DEVELOPMENT ASSOCIATE (PDA) For Deputy Project Director

OVERALL SCOPE OF WORK:

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the Office of the Deputy Project Director. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

SPECIFIC TASKS:

Reporting directly to the Office of the RPCO6 Deputy Project Director, shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

DUTIES AND RESPONSIBILITIES:

1. Prepares correspondences and documents coming from the concerned component/unit;
2. Assists in the preparation of training design for activities & trainings to be undertaken by the concerned component/unit;
3. Assists in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team;
4. Ensures that all correspondences are timely sent and feedbacks from receivers are noted;
5. Assists in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event;
6. Arranges component/unit meetings by developing itineraries and agenda;
7. Travels and attend meetings with the component/unit heads and prepare minutes, action lists and provide administrative support, if necessary, and;

8. Performs other duties and responsibilities as may be directed by the higher authorities.

Required Outputs and Deliverables:

1. Correspondences from the concerned component/unit are done in a timely and efficient manner.
2. Activities and trainings of the concerned component/unit are done in responsive and learning conducive manners, wherein expected objectives are met without sacrificing the well-being of participants.
3. Activities and trainings of the concerned component/unit are properly documented.
4. Minutes of meeting and action lists are well prepared and updated.

Required Qualifications:

1. Excellent written and oral communication skills;
2. Can perform and prioritize multiple tasks with attention to details;
3. Can work both in a team and individually.

Educational Requirements:

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture;
2. Minimum of one (1) year experience in providing internal and external communications support;
3. Proficient in Microsoft Office applications.

Recommending Approval

MANUEL O. OLANDAY
**RPCO 6 Deputy Project Director/
Regional Technical Director**

APPROVED:

ENGR. REMELYN R. RECOTER
**PSO Visayas Project Director/
Regional Executive Director**