



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Project Support Office (PSO) Visayas Cluster
2nd Flr. Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City
Tel. Nos.: (033)323-5442/323-5495
Email: psovisayas@gmail.com

TERMS OF REFERENCE (TOR)

FOR

PROJECT DEVELOPMENT ASSOCIATE (PDA) to the I-BUILD COMPONENT

OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the Component's daily activities and proper functioning of the office.

JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES:

1. Assists 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 concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepares travel orders, liquidation of cash advances for office supplies, etc..) for the Component;
5. Encoding of documents and reports (eg. Manuals);
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Prepares initial drafts of correspondences and documents coming from the concerned component; ensures that all correspondences are timely sent and feedbacks from receivers are noted;
8. Prepares activity and training design for activities & trainings to be undertaken by the component and assists in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team;
9. Acts as primary point of contact between the component the office of the Deputy Project Director; and
10. Performs other task as maybe assigned by the Component Head and Deputy/Project Director.

REQUIRED QUALIFICATIONS:

Education:

The PDA shall be a graduate of any Engineering Courses or related courses preferably Agriculture, Civil, Computer, and Geodetic

JOB EXPERIENCE/SKILLS/KNOWLEDGE

1. With at least one (1) years working experience in performing similar and related works;
2. Must have initial understanding and experience in the preparation of engineering technical documents (*Program of Work, Detailed Engineering Design and Estimates, Engineering Plans, etc.*);
3. Proficient in written and oral communications;
4. Knowledgeable of the harmonized procurement guidelines of the WB and RA 9184;
5. Computer literate with high proficiency in MS word, excel, and power point;
6. Proven organizational skills and ability to manage multiple tasks simultaneously; and
7. Can work independently and result oriented.

APPROVED:

REMELYN R. RECOTER, MNSA, CESO III
Regional Executive Director, DA-RFO VI
Project Director

For and in behalf of the Project Director:

ENGR. JOSE ALBERT A. BARROGO
Deputy Project Director

