



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) of the Deputy Project Director

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **Project Development Associate (PDA) of the PSO Deputy Project Director**. The main role of the PDA is to ensure that tasks, events and all other deliverables are performed in a timely, efficient and effective manner. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit are met.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Prepares initial drafts of correspondences and documents to be undertaken by the office of the Deputy Project Director;
2. Assists in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team;
3. Ensures that all correspondences are timely sent and feedbacks from receivers are noted;
4. Acts as primary point of contact between the concerned component/unit and other component/unit of the Project;
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 attends meetings with the Deputy Project Director and prepare minutes, action lists and provide administrative support, if necessary; and
8. Performs other duties and responsibilities as may be directed by the PSO-DPD.

REQUIRED QUALIFICATIONS

A. Education

Graduate of any four (4) year course, preferably related to communications/agriculture/management/social sciences;

B. Job Knowledge/Skills/ Experience

1. Performs and prioritizes multiple tasks with attention to details;
2. Hands-on minimum experience with PRDP or with equivalent five (5) years' relevant experience;
3. Must have initial understanding in the preparation of Feasibility Study and Business Plan;
4. Proficient in written and oral communications;
5. Computer literate with high proficiency in MS word, excel, and power point;
6. Proven organizational skills and ability to manage multiple tasks simultaneously;
7. A drive for results while working with limited supervision and under tight timelines;
8. Willingness to conduct field travels;
9. Strong interpersonal skills;
10. Ability to communicate effectively in oral and in writing, can work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sectors when deemed necessary; and
11. Advanced proficiency in MS word, excel, and power point.

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

