



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
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TERMS OF REFERENCE (TOR)

FOR

ADMINISTRATIVE UNIT HEAD

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **Administrative Unit Head**. 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. Directs and supervises the over-all administrative functions of the Project Support Office;
2. Ensures that the activities of the PSO Components and Units are well coordinated;
3. Conducts proper administration/execution of personnel policies, rules and regulations of the Project;
4. Oversees the actions on leaves (without pay for hired personnel), resignations, performance ratings and other personnel services;
5. Reviews and recommends payment of salaries, allowances and other payments;
6. Administers and manages the contract of services of the PSO personnel;
7. Reviews draft correspondences i.e. memoranda, special orders on administrative and Project matters;
8. Supervises and monitors the total work operations of the Unit;
9. Ensures the prompt routing of documents and transmittal of the Project's communications;
10. Provides over-all guidance in the following clerical services: property management, payroll keeping, personnel records, central files and other administrative duties;
11. Maintains close coordination with the RPCOs under the Visayas Cluster on Administrative matters; and
12. Performs other functions as may be directed by the Project/Deputy Project Director.

REQUIRED QUALIFICATIONS

A. Education

Bachelor's Degree in Business Administration, Management or any related field.

B. Job Experience Skills and Knowledge

1. Extensive professional experience related to office management, administrative functions relative to office policies, personnel handling/human resource;
2. Has three to five (3-5) years relevant experience;
3. Proficiency in oral and communication skills;
4. Proficiency in computer skills (MS Office, Excel and Powerpoint);
5. Proven organization skills and ability to manage multiple tasks;
6. Willing to travel as deemed necessary; and
7. Familiarity with MRDP/PRDP and other Foreign Assisted Projects within the Department is an advantage.

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

A large, stylized handwritten signature in black ink, written over the printed name and title of Engr. Jose Albert A. Barrogo. The signature is enclosed within a large, hand-drawn oval.