



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

LEGAL OFFICER

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The Legal Officer will be engaged to provide necessary technical and legal assistance for the review and evaluation of various Contracts, Memoranda of Agreement (MOA) and Implementation Management Agreement (IMA) of subprojects under the Philippine Rural Development Project.

Reporting directly to the Project Director, the Legal Officer will work closely with the Project Compliance Officer, as well as the Finance, Procurement and Administrative Units.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Reviews contracts, agreements and other legal documents for approval of the Project Director and Deputy Project Director;
2. Advises and guides the OPD and the ODPD on all matters of legal and constitutional nature;
3. Provides substantive legal advice on staff conditions of service, privileges and immunities, staff rules and regulations;
4. Provides legal opinions and perform extensive legal research and analysis on legal issues for the office;
5. Performs other duties and responsibilities that may be assigned by the Project/Deputy Project Director.

REQUIRED QUALIFICATIONS:

A. Education

Duly licensed lawyer. (RA 1080 Eligibility)

B. Job Experience/Skills and Knowledge

1. 8 Hours of training in management and supervision;
2. Minimum of three (3) years relevant professional experience preferably in a development project, policy and governance; more experienced applicants are welcome to apply;
3. Familiarity with national and international laws and treaties relevant to public governance, forestry, fishery and agriculture;
4. Minimum of three (3) years' experience in governance policies and law practice;
5. Ability to be discrete and ensure that confidential information remains confidential;
6. Strong interpersonal communication skills;
7. Excellent written and oral communication skills; and
8. Ability to deliver output within set deadlines.

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

