



**PHILIPPINE RURAL
DEVELOPMENT PROJECT
Luzon B (South Luzon) Cluster**

TERMS OF REFERENCE

Job Title : Project Development Associate (PDA)
Component : Procurement Unit
Status : Technical Staff
Proposed salary : Php 41,040.00

OVERALL SCOPE OF WORK:

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

SPECIFIC TASKS:

1. Assists the in the preparation of the PSO Procurement Plan and consolidation of regional cluster procurement plan;
2. Prepare monitoring report to the compliance of documents in the procurement of consultancy, goods and services;
3. Handles all procurement documents for scanning for the uploading to World Bank Systematic Tracking of Exchanges in Procurement (STEP);
4. Upload all reviewed procurement documents to the WB STEP and contract management;
5. Monitor and keep track of all uploaded documents by the respective components/units in the WB STEP;
6. Oversee the performance of administrative work (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc.) for the Unit;
7. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concerned offices; and
8. Performs other task as maybe assigned by the Procurement Unit Head and Alternate Procurement Unit Head.

The PDA shall report directly to the Procurement Unit Head.

QUALIFICATION STANDARDS:

Education:

- The PDA must be a college graduate.

Experience:

- Minimum of three (3) years working experience in performing related works.

Knowledge/Skills/Abilities:

- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.

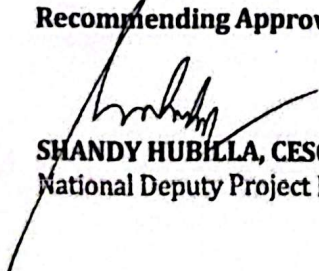
JOB LOCATION:

- PSO Procurement Office (PSO South Luzon), 3rd Floor RMIC Building, BPI Compound, Visayas Avenue, Diliman, Quezon City

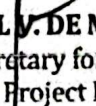
Endorsed by:


MILO D. DELOS REYES, CESE
Project Director, DA-PRDP South Luzon Cluster

Recommending Approval:


SHANDY HUBILLA, CESO IV, EnP.
National Deputy Project Director, DA-PRDP

Approved by:


ENGR. ARNEL V. DE MESA, CESO III
Assistant Secretary for Operations, DA
and National Project Director, DA-PRDP